

City Council

REGULAR MEETING AGENDA

May 19, 2020 – 6:30 pm

This meeting will be held via Webex in accordance with the local emergency declaration made by the City under Minn. Stat. § 12.37. The public may monitor this meeting by watching on Comcast cable channel 16, by streaming on CCXmedia.org, or by calling 1-415-655-0001 and entering the meeting code 287 495 495. The public may participate in this meeting during public comment sections, including the public forum beginning at 6:20 pm, by calling 763-230-7454. Additional information about monitoring electronic meetings is available on the [City website](#). For technical assistance, please contact the City at 763-593-8007 or webexsupport@goldenvalleymn.gov. If you incur costs to call into the meeting, you may submit the costs to the City for reimbursement consideration.

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call

Pages

2. Additions and Corrections to Agenda

3. Consent Agenda

Approval of Consent Agenda - All items listed under this heading are considered to be routine by the City Council and will be enacted by one motion. There will be no discussion of these items unless a Council Member so requests in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.

- A. Approval of Minutes:
 - 1. City Council Meeting – May 5, 2020 3-7
- B. Approval of City Check Register 8
- C. Licenses:
 - 1. Approve On-Sale Wine and 3.2 Malt Liquor License – Mill Valley Market 9
- D. Minutes of Boards and Commissions:
 - 1. Civil Service Commission – February 3, 2020 10-11
 - 2. Planning Commission – April 13 and 27, 2020 12-19
 - 3. Environmental Commission – February 24, 2020 20-25
 - 4. Human Services Commission – February 10, March 9 and April 28, 2020 26-32
- E. Accept Environmental Commission 2019 Annual Report and Approve 2020 Work Plan 33-40
- F. Accept Planning Commission 2019 Annual Report and Approve 2020 Work plan 41-52
- G. Accept Board of Zoning Authority Commission 2019 Annual Report 53-66
- H. Receipt of April 2020 Financial Reports 67-80
- I. Board and Commission Appointments 81

4. Public Hearing



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



5. Old Business

6. New Business

All Ordinances listed under this heading are eligible for public input.

- A. First Consideration – Ordinance 681 – Modifying the Responsibilities of the Environment Commission 82-85
- B. COVID-19 Pandemic Emergency Administrative Actions 86-127
- C. Review of Council Calendar
- D. Mayor and Council Communications
 - 1. Other Committee/Meeting updates

7. Adjournment

City Council

REGULAR MEETING MINUTES

May 5, 2020 - 6:30 pm

In light of the recently declared COVID-19 health pandemic, the Acting Mayor of the City of Golden Valley declared a local emergency under Minnesota Statute, section 12.37. In accordance with that declaration, beginning on March 16, 2020, all meetings of the City Council held during the emergency were conducted by telephone or other electronic means.

The City used WebEx to conduct this meeting electronically. Members of the public were able to monitor the meetings by watching it on Comcast cable channel 16, by streaming it on CCXmedia.org, and by dialing in to the public call-in line. The public was able to participate in this meeting during public comment sections, including the public forum, by dialing in to the public call-in line.

1. Call to Order

Acting Mayor Rosenquist called the meeting to order at 6:30 pm.

1A. Pledge of Allegiance

1B. Roll Call

Present: Acting Mayor Gillian Rosenquist, Council Members Larry Fonnest, Maurice Harris, and Kimberly Sanberg

Absent: Mayor Shep Harris

Staff present: City Manager Cruikshank, City Attorney Cisneros and City Clerk Luedke

1C. Proclamation for Arbor Day and Arbor Month

Acting Mayor Rosenquist read a proclamation adopting May 6, 2020, as Arbor Day and May 2020 as Arbor Month in the City of Golden Valley.

MOTION made by Council Member Fonnest, seconded by Council Member Sanberg to adopt a Proclamation for Arbor Day - May 6, 2020 and Arbor Month - May 2020 in the City of Golden Valley. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist, and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

2. Additions and Corrections to Agenda

MOTION made by Council Member Harris, seconded by Council Member Sanberg to approve the agenda of May 5, 2020, as submitted. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

3. Approval of Consent Agenda

MOTION made by Council Member Harris, seconded by Council Member Sanberg to approve the consent agenda of May 5, 2020, as revised: removal of 3E1-Adopt Resolution accepting a donation of Girl Scout Cookies, 3H-Approve the Emergency Funding request, 3J-Acceptance of Board and Commission Resignations and 3K-Board/Commission Appointments. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

3A. Approval of Minutes:

3A1. City Council Meeting – April 21, 2020

3B. Approve City Check Register and authorize the payments of the bills as submitted.

3C. Minutes of the Boards and Commissions:

3C1. Planning Commission – March 9 and April 4, 2020

3C2. Bassett Creek Watershed Management Commission – March 19, 2020

3D. Approval of Bids, Quotes and Contracts:

3D1. Authorize the Mayor and City Manager to execute the Mill and Overlay Water Repairs Agreement with Dave Perkins Contracting, Inc. in the form approved by the City Attorney to authorize the repair of water distribution components

3E. Acceptance of Grants and Donation:

~~3E1. Adopt Resolution accepting a donation of Girl Scout Cookies.~~

3F. Accept the Open Space and Recreation Commission 2019 annual report and approve the 2020 work plan.

3G. Accept the Human Rights Commission 2019 annual report and approve the 2020 work plan.

~~3H. Approve Emergency Funding request and approve notifying the eleven agencies of their emergency funding.~~

3I. Authorize submittal for Navistar Maxxforce Engine Class Action Settlement by staff in the amount of \$14,814.85

3J. Acceptance of Board and Commission Resignations

~~3J1. Accept the resignation of Susan Phelps from the Environmental Commission.~~

~~3J2. Accept the resignation of Kelly House from the Human Services Commission.~~

~~3K. Board and Commission Appointments.~~

3L. Adopt **Resolution 20-29**, approving the Equipment Checkout Policy.

3M. Adopt **Resolution 20-30**, approving the Payment Card Industry (PCI) Compliance Policy.

3. Items Removed From the Consent Agenda:

3E1. Acceptance of Donation of Girl Scout Cookies

Council Member Fonnest thanked the River Valley Girl Scout Council for the cookie donation.

MOTION made by Council Member Fonnest, seconded by Council Member Harris to adopt **Resolution 20-28**, accepting a donation of Girl Scout Cookies. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

3H. Approve Human Services Commission 2020 Emergency Allocation Requests

Council Member Sanberg provided information on the Human Services Commission meeting and thanked the Commission for their consideration of the emergency allocation requests which will help the Community during the pandemic.

MOTION made by Council Member Sanberg, seconded by Council Member Fonnest to approve the Emergency Funding request and approve notifying the eleven agencies of their emergency funding. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

3J. Acceptance of Boards and Commission Resignations

Acting Mayor Rosenquist thanked the outgoing Commissioners for their service to the City.

MOTION made by Council Member Sanberg, seconded by Council Member Fonnest to accept the resignation from Susan Phelps from the Environmental Commission and Kelly House from the Human Services Commission. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

3G. Board and Commission Appointments

Council Member Sanberg welcomed the two new Commissioners.

MOTION made by Council Member Sanberg, seconded by Council Member Harris to approve the following Board and Commission appointments. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist, and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

Appointment:

Environmental Commission

Wendy Weirich 3 years - expires 5/1/22

Human Services Commission

Susan Phelps 3 years - expires 5/1/23

4. Public Hearing

4A. Public Hearing – Preliminary Plat Approval for Minor Subdivision – 1421 Rhode Island Avenue North

Planning Manager Zimmerman presented the staff report and answered questions from Council.

Acting Mayor Rosenquist opened the public hearing. No one requested to speak. Acting Mayor Rosenquist closed the public hearing.

4A. Public Hearing – Preliminary Plat Approval for Minor Subdivision

MOTION made by Council Member Fonnest, seconded by Council Member Harris to approve the Variance of 0.2 feet off of the required 80 feet to a width of 79.8 feet on Lot 2. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist, and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

MOTION made by Council Member Fonnest, seconded by Council Member Harris to approve the Preliminary Plat for 1421 Rhode Island Avenue North, subject to the following conditions.

1. The applicant shall remove the existing driveway, apron, and curb cut located directly north of the home at 1421 Rhode Island Ave N and replace it with a barrier curb.
2. The applicant shall vacate existing easements and dedicate new drainage and utility easements as shown on the preliminary plat.
3. The City Attorney shall determine if a title review is necessary prior to approval of the final plat.
4. A park dedication fee of \$3,270 shall be paid prior to the release of the final plat.

Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist, and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

5. Old Business

6. New Business

6A. COVID-19 Pandemic Emergency Administrative Actions

City Manager Cruikshank presented the staff report and answered questions from Council.

MOTION made by Council Member Sanberg, seconded by Council Member Harris to ratify Emergency Administrative Actions 20-31 through 20-37 and adopt all recommendations contained therein. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist, and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

6B. Review of Council Calendar

The 2020 Step To It Challenge will run from May 1 through May 28, 2020.

The 2020 Annual Bike Rodeo will be held virtually on May 4 through May 7, 2020, at 7 pm.

Some Council Members may attend the virtual Coffee with a Cop event on May 7, 2020, at 10 am.

The next Council/Manager meeting will be held virtually on May 12, 2020, at 6:30 pm.

Some Council Members may attend the virtual Annual PRISM Taste of the Burbs on May 14, 2020, at 6:30 pm.

The next City Council meeting will be held virtually on May 19, 2020, at 6:30 pm.

6C. Mayor and Council Communication

Acting Mayor Rosenquist thanked the Golden Valley Board and Commission members for continuing to meet and conduct City business virtually. She also thank the school districts for providing lunches for the school age kids and also providing Wi-Fi hotspots for students during the COVID-19 pandemic.

Council Member Sanberg encouraged Golden Valley residents with kids under 18 to take advantage of the free lunch program that the schools are providing because it supports the school district’s nutrition program and their staff.

Council Member Harris provided information on the Golden Valley Business meeting that he attended virtually. Acting Mayor Rosenquist said she had attended it also and added that it was productive meeting.

7. Adjourn

MOTION made by Council Member Fonnest, seconded by Council Member Sanberg to adjourn the meeting at 7:22 pm. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Gillian Rosenquist, and Kimberly Sanberg, the following was absent: Shep Harris, the following voted against: none and the motion carried.

Gillian Rosenquist, Acting Mayor

ATTEST:

Kristine A. Luedke, City Clerk



EXECUTIVE SUMMARY

Administrative Services

763-593-8013 / 763-593-3969 (fax)

Golden Valley City Council Meeting
May 19, 2020

Agenda Item

3. B. Approval of City Check Register

Prepared By

Sue Virnig, Finance Director

Summary

Approval of the check register for various vendor claims against the City of Golden Valley.

Financial Or Budget Considerations

The check register has a general ledger code as to where the claim is charged. At the end of the register is a total amount paid by fund.

Recommended Action

Motion to authorize the payment of the bills as submitted.

Supporting Documents

Document is located on city website at the following location:

<http://weblink.ci.golden-valley.mn.us/WebLink/browse.aspx?id=717279&dbid=2&repo=GoldenValley>

The check register for approval:

- 05/15/20 Check Register



EXECUTIVE SUMMARY

City Administration

763-593-8006 / 763-593-8109 (fax)

Golden Valley City Council Meeting

May 19, 2020

Agenda Item

3. C. 1. On-Sale Wine and 3.2 Percent Malt Liquor License – Mill Valley Market

Prepared By

Kris Luedke, City Clerk

Summary

MVK Trailhead Inc. dba Mill Valley Market has submitted an application for an On-Sale Wine (including strong beer) and 3.2 % Malt Liquor License. Mill Valley Market will be located at 1221 Theodore Wirth Parkway which is the former location of Cajun Twist.

The City Attorney has reviewed the application and recommended approval of the license. The Golden Valley Police Department has conducted background investigation and also recommends approval of the license.

Financial Or Budget Considerations

Fees received for liquor licenses help to defray costs the City incurs to administer license requirements.

Recommended Action

Motion to approve the issuance of an On-Sale Wine (including strong beer) and 3.2 % Malt Liquor License to Mill Valley Market located at 1221 Theodore Wirth Parkway for the license period of May 19 through June 30, 2020.

Civil Service Commission

February 3, 2020 – 3:30 pm

Council Conference Room
Golden Valley City Hall
7700 Golden Valley Road

REGULAR MEETING MINUTES

Call to Order

The meeting was called to order at 3:33 pm by Chair Wold.

Roll Call

Commissioners present: Andrew Wold, Chair
Ralph Schulz, Secretary
Gloria Kumagai

Commissioners absent: None

Staff present: Jason Sturgis, Chief of Police
Steve Johnson, Commander
Dave Kuhnly, Commander
Amanda Johnson, Administrative Assistant

Approval of Agenda

Approval of Minutes

Motion by Commissioner Schulz to approve the January 21, 2020 meeting minutes. Seconded by Commissioner Kumagai. Motion carried 3-0.

Agenda Item

Chief's Report/Staffing Projections for 2020

Chief Sturgis provided a staffing update for commissioners. He advised candidate #2 from the police officer eligibility register was hired by another agency. Backgrounds are currently underway for candidates #1 and #3 to fill officer vacancies and candidate #5 is being backgrounded to fill a community service officer vacancy.

Chief Sturgis reported Metro Transit is seeking to hire roughly 100 additional officers and Minneapolis and St. Paul Police Departments are seeking additional officers as well, which will affect the candidate pool for police officer positions overall.

Chief Sturgis outlined programs that will continue in 2020, including the partnership with BrookLink, Neighborhood Watch zone meetings, Citizen's Academy, and working with Inner Hero to improve community relations with youth and police.



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Election of Officers

Per state law, the commissioner in the last year of his/her term is the designated chair of the commission. Commissioner Schulz will serve as chair beginning May 1, 2020.

Commissioner Wold nominated Commissioner Kumagai as secretary. Seconded by Commission Schulz. Commissioner Kumagai was elected secretary by consensus.

Commission Communications

Adjourn

Motion by Commission Kumagai to adjourn the meeting at 3:55 pm. Seconded by Commissioner Schulz. Motion carried 3-0.

Andrew Wold, Chair

Amanda Johnson, Police Operations Supervisor

Planning Commission

April 27, 2020 – 7 pm

REGULAR MEETING MINUTES

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1. Call to Order

The meeting was called to order at 7:00 by **Chair Blum**.

Roll Call

Commissioners present: Rich Baker, Ron Blum, Adam Brookins, Andy Johnson, Lauren Pockl, Ryan Sadeghi, Chuck Segelbaum,

Commissioners absent: Ari Prohofsky

Staff present: Jason Zimmerman – Planning Manager, Myles Campbell – Planner

Council Liaison present: Gillian Rosenquist

Jason Zimmerman, Planning Manager, announced the original agenda stated a public hearing for Schuller's Tavern but due to a delay, that hearing will be at the next meeting on May 11, 2020.

2. Approval of Agenda

Chair Blum, asked for a motion to approve the agenda.

MOTION made by **Commissioner Baker**, seconded by **Commissioner Sadeghi** to approve the agenda of April 27, 2020, as submitted. Staff called a roll call vote and the motion carried unanimously.

3. Approval of Minutes

Chair Blum asked for a motion to approve the minutes from April 13, 2020.

MOTION made by **Commissioner Johnson**, seconded by **Commissioner Brookins** to approve the meeting minutes from April 13, 2020, as submitted. Staff called a roll call vote and the motion carried unanimously.

4. Presentation of 2019 Planning Commission Annual Report

Jason Zimmerman, Planning Manager, displayed the presentation on the screen and introduced the report as well as the next step for reviewing the draft 2020 work plan.



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The 2019 report started with an overview of the year and that the number of applications sent to the PC dropped again, creating a five-year low. Almost all applications reviewed were Conditional Use Permits, CUPs, and ranged in degree.

A large number of meetings were taken up with the discussion of three new zoning text amendments. The Commission recommended approval of firearms sales restrictions, approval of architectural and materials standards for projects in most zoning districts, and approval of a revised Mixed-Use Zoning District.

Zimmerman went on to display a number of graphs illustrating the number and types of applications reviewed by the Planning Commission in 2019.

The presentation went on to review staff led discussions and presentations, as well as a number of PUD amendments that were not reviewed by the Planning Commission. These PUD Amendments were either administrative, or reviewed directly by Council.

There were eight major projects reviewed in 2019 and two previously approved projects that began construction in 2019.

Zimmerman moved on to the 2020 Proposed Work Plan:

- 2040 Comprehensive Plan
 - Phase III of the Downtown Study
 - completion of the City's Bicycle and Pedestrian Network
 - framework for future redevelopment of key properties
 - Adjust Institutional Subdistricts to align with new categories
 - Rezone properties to be consistent with the Future Land Use Map
 - Update the Medium density Residential Zoning District
- Zoning Code Amendments/Updates
- Planning Application Review and Evaluation
- Commissioner Training and Education

Zimmerman finished the presentation and the Chair opened for Commissioner questions and comments. **Commissioner Johnson**, thanked staff and commented on if there were more items for the Commission to address in a shorter amount of time than the 2040 plan. **Johnson** also mentioned the process for managing and measuring projects/tasks and if staff should report back to the Commission. **Zimmerman** responded that a lot of the items discussed are ones on staff radar and items tracked, however a process for reporting progress can be looked in to.

Chair Blum added that identifying what success looks like is ideal. Ensuring effectiveness is measured is a conversation that can be had in advance of a project. **Baker** echoed these statements and added creating metrics now may be premature. **Johnson** brought up tobacco sale restrictions and the unintended consequences of not addressing other health dangers. **Zimmerman** reminded the Commission that Council directed them to address tobacco sales only.

Blum addressed Commission attention to page two on the report, highlighting the mission statement of the group. He mentioned the possibility of editing language or shifting items to highlight the work the group does for the people, not ~~public agencies~~ private entities.

This led the Commissioners and staff in to a conversation about continuity in purpose and mission statements. The conversation continues on a possible statement focused on meeting the needs of the people as well as meeting the needs of the environment. **Commissioner Segelbaum** reminded the group that the language stems from the bylaws and changing that process will be layered. He went on to state that if there were changes to the bylaws, mission, or purpose, it should be done looking forward into 2020, not on the 2019 report. **Baker** agreed with this statement.

Councilmember, Gillian Rosenquist, informed the group that City Council has spent a long time creating a mission and vision and the Planning Commission operates under that purview.

Blum stated that he will summarize notes on the conversation and submit them to the City Council when giving the annual report at their meeting.

5. Presentation of the 2019 Board of Zoning Appeals Annual Report

Myles Campbell, Planner, presented the BZA annual report to the Planning Commission. The report started similar to the Planning Commission one with an introduction to staff, mission, purpose. **Campbell** went on to review the BZA requests, 33 variances were heard and 30 of those were in a residential zoning district. **Campbell** went in greater depth on variance type by utilizing graphs, he showed approval and denials, as well as a breakdown of project type. Utilizing the same categories, **Campbell** showed historical trends in the last five years as well as a map to illustrate locations. **Commissioner Segelbaum** asked for clarification on the approved-modified item and what the standards are to meet that qualifier. **Campbell** responded that generally those items have a request from the applicant, and after a discussion with BZA or staff, the request is modified. There has been a request for a setback and after discussion, the setback distance was modified and then approved. Staff offered to review metrics and ensure consistency year over year.

Commissioner Pockl asked if staff knew the rate of Golden Valley's approval rating for variances compared to other, similar sized, cities. **Campbell** responded that he didn't have that information but staff could look into it. He followed up by stating that it's impossible to predict requests made, one can't predict approvals or denials. The variables are great and often dependent on the applicant doing their own research throughout the application.

Television portion of the meeting concluded at 7:59 pm

6. Council Liaison Report

7. **Council Member Rosenquist** and **Planning Manager Zimmerman** recapped the three items that were approved by the HRA at its last meeting: A Housing Strategic Plan which will guide the City's housing efforts in the next five years, a Fair Housing Policy to help address housing complaints, and a preliminary notification to Hennepin County that the City is considering adopting an HRA levy in 2021. **Rosenquist** stressed that a final decision on a levy will not need to be made until later in the year and will be dependent on many factors including state of the local economy. She also summarized the items on the agenda for the City Council meeting of April 21.

8. Reports on Meetings of the Housing and Redevelopment Authority, City Council, Board of Zoning Appeals, and other meetings

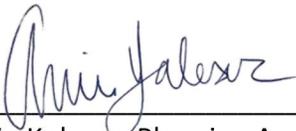
Planning Manager Zimmerman told the Commissioners that the Board of Zoning Appeals would have two new members in 2020.

9. Other Business

Planning Manager Zimmerman reviewed the Public Hearing Protocol for Planning Commission document that had been discussed at an early meeting. Staff had made the requested changes but agree to one more adjustment to provide the Chair with the flexibility to address individual questions from those speaking during the public hearing immediately or to wait until after the public hearing is closed. The document will be updated on the City website.

10. Adjournment

MOTION made by **Commissioner Pockl**, seconded by **Commissioner Baker** and the motion carried unanimously to adjourn the meeting at 8:45 PM.



Amie Kolesar, Planning Assistant



Adam Brookins, Secretary

Planning Commission

April 13, 2020 – 7 pm

REGULAR MEETING MINUTES

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1. Call to Order

The meeting was called to order at 7:05 by **Commissioner Johnson**

Roll Call

Commissioners present: Adam Brookins, Andy Johnson, Chuck Segelbaum, Lauren Pockl, Rich Baker, Ron Blum, Ryan Sadeghi

Commissioners absent: Ari Prohofsky

Staff present: Jason Zimmerman – Planning Manager

Council Liaison present: Gillian Rosenquist

2. Approval of Agenda

Commissioner Johnson, asked for a motion to approve the agenda.

MOTION made by **Commissioner Segelbaum**, seconded by **Commissioner Brookins** to approve the agenda of April 13, 2020, as submitted. Staff called a roll call vote and the motion carried unanimously.

3. Approval of Minutes

Commissioner Johnson asked for a motion to approve the minutes from March 9, 2020.

MOTION made by **Commissioner Brookins**, seconded by **Commissioner Baker** to approve the meeting minutes from March 9, 2020, as submitted. Staff called a roll call vote and the motion carried unanimously.

4. Informal Public Hearing – Minor Subdivision

Applicant: Taylor Ward

Address: 1421 Rhode Island Ave N

Purpose: To subdivide an existing lot and create two new lots

Commissioner Johnson introduced the topic and staff gave a presentation.



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Jason Zimmerman, Planning Manager, gave a brief summary of how the presentation will be given, as well as introduced the applicant as he was present in the Webex meeting.

Zimmerman explained the proposal was to subdivide an existing lot at 1421 to create two new lots; the existing house would remain and a new house would be added. Staff noted that the lot width of one lot is a few inches short of the minimum size requirement so a variance is required to subdivide. This particular variance didn't go to the BZA as they handle zoning variances, not subdivision variances.

The current lot is the result of a lot combination in 2008 where two 60-foot lots and one 40-foot lot were combined. A new home was constructed upon the demolition of the then existing home. There is a detached garage on the proposed second lot and that will remain when a secondary home is added. **Zimmerman** displayed the lot survey and the street view, he then went into details on minimum lot requirements for R-1 zoning.

- 10,000 (or 15,000) sq ft in area
- 80 ft of width at the front setback line (35 feet)
- 80 ft of width when 70 feet in to the lot

There is a provision that reviews the average size of lots in the area and within 250 feet of this lot, the average size is 11,708 sq ft. Being that the average size is under 18,000 sq ft, the minimum requirement remains at 10,000 sq ft.

Existing lot is 21,402 sq ft:

- Proposed Lot 1 (north lot)
 - 10,715 sq ft
 - 80.02 ft wide at 35' deep
 - 80.02 ft wide at 70' deep
- Proposed lot 2 (south lot):
 - 10,687 sq ft
 - 79.9 ft wide at 35' deep
 - 79.8 ft wide at 70' deep

Even though the southern lot is short by about 2.5 inches, the subdivision should be approved through a variance. The shortage in lot size is likely due to survey equipment inefficiencies when the lots were originally platted.

City code outlines the standards for granting variances as:

- Special circumstance that creates unusual hardship
- Necessary to preserve and enjoy substantial property rights
- Would not be detrimental to the general welfare or injurious to surrounding properties

Staff Findings are as follows:

1. Need is due to a special circumstance at the time of platting resulting in a slight deviation. Disallowing the subdivision because of this would create unusual hardship.
2. The absence of the variance would prevent the owner from a substantial property right.
3. Granting would not be injurious to the surrounding properties as the difference in width from the requirement would be negligible.

Zimmerman added that the variance is consistent with the 2040 Comp plan, is compatible with surrounding single-family homes, and would not have a negative impact on traffic conditions. With all these considerations, staff recommends approval of the variance.

Zimmerman added requirements that the applicant will need to adhere to in regards to inflow and infiltration, a tree survey, items that will require a Right-of-Way permit and stormwater permit, as well as the park dedication fee. There was a mailing sent to neighbors and staff received one response.

Commissioner Baker asked how the applicant knows the existing garage on the north lot will remain. **Zimmerman** responded that the applicant lives on the south lot and will build on the north. **Commissioner Segelbaum** followed up by asking if the existing garage meets city requirements; staff confirmed it does.

At this point, Chair Blum joined the meeting.

Chair Blum invited the applicant to make a comment on the item.

The applicant, Taylor Ward, mentioned the usefulness of what will be the “third” driveway when the property is subdivided and asked if it could remain. Staff responded that the engineering department stated regulations are for one curb cut per property. In addition to that, the existing paved area will be on a new property line and City requirements state that paved surfaces be 3 feet from the property line. Ward asked who replaces the curb in this situation and staff responded it’s part of the permit for the right-of-way process.

There were no other comments or questions for the applicant.

Chair Blum opened the informal public hearing at 7:24 pm.
The appropriate call in number was displayed on the live feed of the meeting.
The moderator confirmed there were no callers on the line.

Chair Blum closed the hearing at 7:29 pm with the willingness to reopen if a call came in to the meeting at a later time.
Staff suggested the commissioners address the variance initially and use that decision to guide their decision on the subdivision.

Baker stated that the variance request is reasonable and it meets requirements of a variance. **Segelbaum** echoed Baker's statement.

Commissioners and staff entered a discussion surrounding variances that are presented to them versus BZA.

MOTION to approve the variance made by **Baker**, seconded by **Brookins**.

Staff took a roll call vote and the motion passed.

Blum confirmed with the moderator that no calls came in for the public hearing.

MOTION to approve the minor subdivision request made by **Brookins**, seconded by **Johnson**

Staff took a roll call vote and the motion passed.

Television portion of the meeting concluded at 7:43 pm

5. Council Liaison Report

Councilmember Rosenquist thanked the Commissioners for being flexible as the City adapts to holding remote meetings due to the COVID-19 pandemic. She provided an update to Commissioners on the Council's approval of the Sweeney Lake Wood PUD Amendment, the decision to delay the 2020 Pavement Management Program, the City's hiring freeze, and the approval of other emergency actions.

6. Reports on Meetings of the Housing and Redevelopment Authority, City Council, Board of Zoning Appeals, and other meetings

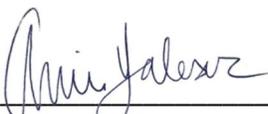
Jason Zimmerman, Planning Manager, let the Commissioners know that no Board of Zoning Appeals meeting would be held in April due to a lack of agenda items. He also updated them on three items on the agenda for the Housing and Redevelopment Authority meeting on April 21: consideration of a Housing Strategic Plan, a Fair Housing Policy, and authorization to proceed with the adoption of an HRA levy.

7. Other Business

None.

8. Adjournment

MOTION made by **Commissioner Baker**, seconded by **Commissioner Pockl** and the motion carried unanimously to adjourn the meeting at 7:57 PM.



Amie Kolesar, Planning Assistant



Adam Brookins, Secretary

Environmental Commission

February 24, 2020 – 6:30 pm

Council Conference Room
Golden Valley City Hall
7800 Golden Valley Road

REGULAR MEETING MINUTES

1. Call to Order

The meeting was called to order by Chair Seys at 6:30

2. Roll Call

Commissioners present: Tracy Anderson, Tonia Galonska, Dawn Hill, Susan Phelps, Joseph Ramlet, Scott Seys, Jim Stremel and Debra Yahle

Commissioners absent: None

Council Members present: Larry Fonnest

Staff present: Eric Eckman, Environmental Resources Supervisor;
Drew Chirpich, Environmental Specialist;
Emma Pierson, MN GreenCorps Member;

3. Approval of Agenda

MOTION by Commissioner Hill, seconded by Commissioner Galonska to approve the agenda of February 24, 2020 and the motion carried.

4. Approval of January 27, 2020 Regular Meeting Minutes

MOTION by Commissioner Hill, seconded by Commissioner Galonska to approve the minutes of January 27, 2020 as submitted and the motion carried.

5. Old Business

A. Partners in Energy update

Eric Eckman gave an update on the Partners in Energy Program:

- The City was formally accepted into the Partners in Energy Program in February.
- Our planning team is being assembled internally and will be meeting with Xcel Energy in early April for the kick-off.
- We're also reviewing the Memorandum of Understanding we have for the plan development phase, which will be about 8 months, and will be signed by the City Manager.
- The Energy Action Team will be assembled with community members and staff for the plan development phase. We will have an Energy Action Plan at the end of this phase.
- The Implementation Phase will begin right after the Planning Phase and will be 18 months long.



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B. Metro Blooms Workshop

Drew Chirpich gave an update on the Metro Blooms Workshop:

- In the past the EC has sponsored a workshop fostering sustainability practices.
- The next in the Metro Blooms series is Creating Your Resilient Yard Workshop.
 - It is a base cost of \$1,500.00 paid by the City and \$15 per person paid by the attendees. When attendees pay a fee it tends to be a better turnout than if it's free.
 - We can try to incorporate Golden Valley specific items up front to the workshop agenda but the workshop has a set curriculum with set speakers.
 - Workshop talks about pollinators and creating habitats for pollinators.
 - We will still have money left over in the Commissions budget to do other things in the future, possibly holding a student essay competition with prizes, or create an annual environmental citizen award.
- The workshop is just a one-time class and would be held in the spring.
- **MOTION** by Commissioner Stremel, seconded by Commissioner Golanska to approve the Metro Blooms Workshop and the motion carried.

C. 2020 Work Plan

Eric Eckman gave an update on the Draft 2020 Work Plan:

- This list will be refined and brought back next month with the 2019 Accomplishments in the more comprehensive draft Annual Work Plan document. This will be approved by the Commission in April and will be presented to the Council in May by Chair Seys.
- Based on feedback and discussion at the meeting, the revised draft work plan follows:

Draft 2020 Work Plan:

Proposed work plan priorities are based on the City's 2040 Comprehensive Plan, GreenStep Cities Program, and the City's participation in Xcel Energy's Partners in Energy Community Collaboration Program.

- Curbside Organics Collection - continue to explore options and make a recommendation; assist in developing and implementing a new program.
- Xcel Energy's Partners In Energy Program - help develop and implement the City's Energy Action Plan including:
 - Advance building performance
 - Private building energy benchmarking
- GreenStep Cities Step 5 - continue working on actions and metrics to address climate-related impacts, improve the environment, and reduce energy consumption and costs.

- If awarded a MN GreenCorps Member in 2020-2021, work to complete GreenStep Cities actions related to Climate and Energy Action.
- Utilize the Commission's \$3,500 budget to:
 - Fund a joint project, speaker, or event with the Human Rights Commission
 - Host an educational workshop on sustainable yards and pollinator habitat (approximately \$1,500 for Metro Blooms Workshop #3 in a series of 3)
 - Administer a student essay competition
- Climate Justice and Environmental Justice - partner with Human Rights Commission on joint project, event, or speaker. May require joint meeting. Ties in well with City's Resilience and Sustainability Plan. Potential ideas for collaboration:
 - Speaker on climate justice and environmental justice focusing on climate adaptation and resilience, or promoting community gardens and local food production.
 - Project in an area of the City with inequities of green space - pair a community event with planting trees in that area.
- Assist the City in hosting a zero-waste community event in 2020.
- Natural Resources Management Plan - continue to assist in implementation.
 - Explore the potential to revise City code to allow the temporary use of goats for vegetation management on public and private properties.
 - Provide update on Emerald Ash Borer Management.
 - Support habitat restoration in the Pennsylvania Woods Nature Area in 2020-21 with DNR Grant funds.
- Downtown Redevelopment Study – engage in environmental aspects of study and plan
- Pollinators - complete actions listed in the City's Pollinator Protection resolution
 - Inventory and reduce the use of chemicals on City properties
 - Develop more plots and habitat
- Review City code with respect to wood burning and update as needed to protect and maintain local air quality.
- Reducing single use plastics and containers

The Commission also considered *Development of a Climate Action Plan (separate from GreenStep Cities and PIE Energy Action Plan)* but removed the item due to the increased level of effort and involvement with the Energy Action Plan in 2020. The Commission plans to discuss this item again in 2021.

D. Curbside Organics Collection Options - Pros-Cons

Emma Pierson gave an update on the Curbside Organics Collection Options:

- Organized "All-In, Everyone Pays" Program (cart)
 - How is it billed? It depends on the contract but most cities bill through the city, similar to what Golden Valley does with the recycling program now.
 - Option to subsidize fee to residents with SCORE funds or general funds.

- Question about St. Louis Park having 3 staff members – Staff does not believe that the fees paid by residents fully covers their salaries.
- Organized “Opt-In” Program (cart)
 - The portion of cost the City covers could come from SCORE Funding.
 - No cities at this moment cover any costs of the All-In, Everyone Pays Option but it could be explored.
 - Edina added \$0.50 onto the base fee to help pay for a full-time position to administer their program. Staff has not estimated the time, cost, or additional fee to do the same in Golden Valley.
 - Add a note to the ‘Cons’ that part of the added City cost could be covered by an added fee to residents.
 - Fridley sends requests directly to the hauler and the hauler sets them up and does the billing so it doesn’t require as much city staff time. Golden Valley could do it this way depending on how a contract is written.
 - Compared to Golden Valley, Robbinsdale is smaller in number of residents and geographically. Fridley is slightly larger in population but similar geographically.
- License Requirement (Cart)
 - The cost appears to be dependent on density and participation.
 - Since Golden Valley is more spread out we would likely have a higher cost per household.
- License Requirement (Durable Bag Program, Co-Collected with Trash)
 - Only Randy’s is currently licensed in Golden Valley for this option.
 - No cities currently have this as a *license requirement*. Some smaller, more compact communities who already have organized trash hauling, like Wayzata and Osseo, have this as an option. All residents are charged for the service, but they must opt-in to receive the bags. In other communities, residents must opt-in to pay and receive bags.

6. New Business

A. Organics Recycling – Summary of Hauler Engagement

Emma provided a summary of the meetings with haulers

- i. All haulers would be interested in offering an organics recycling program. They reported City contracts are more efficient and cost effective.
- ii. Most haulers already provide a service in other communities.
- iii. All haulers stated the pricing would vary depending on the hauler and community. Cost factors include density, participation, and location.
- iv. Increased density or more participation would help lower the cost to residents.
- v. All haulers do have the capacity to offer curbside organics.
- vi. Many will use separate carts for both license requirement or contract to reduce the risk of contamination.

- vii. Haulers that do a co-collect with trash (durable bag program) would provide a cart for those who do not have trash service with them.
- viii. Making compost available to residents or a coupon system – Some haulers already have an established coupon system for 1 free bag of compost but all other haulers reported having the ability to back haul compost to the City. This would require a separate contract with the composting vendor.
 - 1. Extra costs to have it hauled back to the city?
 - 2. Logistics for setting this up? Drop it at a park and people come pick it up.
- ix. Can haulers provide services with compressed natural gas (CNG) or lower emission vehicles? Many said they already operate with CNG trucks. All diesel trucks that need to be replaced are replaced with CNG trucks.
- x. Any issues haulers see for their business with implementing curbside organics? Some said an issue could arise with an open hauling trash system. Other concerns included disposal site capacity and days allowed in the city for pick up.
- xi. All haulers are able to comply with Hennepin County educational requirements.
- xii. All haulers will work with the City, County, and disposal sites to develop materials specific to the City of Golden Valley for specific contamination issues specific to Golden Valley. All haulers have a local/regional service hub to handle increased customer service calls.

Eckman provided an update on next steps.

- 1. Next we'll engage with residents.
- 2. Another article will go out in the March/April edition of the CityNews.
- 3. There is a new City Organics webpage that will have a citizen survey linked on the page.
- 4. We're also having an Open House on April 9 at Brookview, 5:00-7:30 with City and County staff members. The survey will be available there as well.

The Commission was asked to think about any questions they may have for the March meeting. They need to be prepared to make a recommendation in March or April and bring it to Council in May along with other information presented by staff.

B. Program/Project Updates

- i. On file.

C. Council Updates

- i. A meeting is set up with 3 of the County Commissioners to talk about energy and resilience in the western suburbs. Council member Fonnest wondered if the commission members and staff could put this on their calendar to represent Golden Valley. Meeting is Wednesday, March 18 from 9:00-11:00 at the Hennepin County Government Center. Agenda items include sharing energy priorities between the suburbs and the County, County initiatives on climate mitigation and

resilience, and talk about possible partnerships on initiatives for lower carbon emissions from buildings, energy supply, transportation, and land use.

D. Other Business

i. None

7. Adjournment

MOTION by Commissioner Yahle, seconded by Commissioner Anderson, to adjourn the meeting at 8:30pm and the motion carried.

ATTEST:

Carrie Nelson, Administrative Assistant

Scott Seys, Chair

Human Services Commission

February 10, 2020, 6:45 pm

Rice Lake Conference Room
Brookview Golden Valley
316 Brookview Parkway S

REGULAR MEETING MINUTES

Call to Order

The meeting was called to order at 6:47 pm by Aaron Black, Chair.

Roll Call

Commissioners present: Denise La Mere –Anderson, Aaron Black, Joel Nelson, Sophia Vento and Katie Hart

Commissioners absent: Jonas Courneya, Hilmer Erickson, Toots Vodovoz, and Stephanie Devitt

Staff present: Brian Erickson, Staff Liaison and Council Liaison, Kimberly Sanberg

Approval of Minutes

MOTION by La Mere Anderson, Black 2nd

New Council Liaison, Kimberly Sanberg

Golden Valley City Council Member, Sanberg, introduced herself and commission members went around the table and shared a little about themselves.

Agenda Item

1. Old Business

- A. Budget – Black reviewed and updated the commission. He noted that the budget doesn't have much to show in the New Year, and we are still waiting for year end 2019 pull tab numbers. La Mere- Anderson, again, expressed the idea of adding a mid-year allocation. It was agreed to put that on next month's agenda, for discussion.
- B. Run the Valley 2020 –
 - i. Sponsorship - Staff Liaison, Erickson, shared the latest sponsor information. The commission reviewed secured and unsecured sponsors. Erickson told the commission that sponsorship information is needed by March 16, to be included on the participant shirt. Though, sponsors will still be accepted after this date.
 - ii. Registration - Staff Liaison, Erickson, shared the current registration numbers. 10K - 23, 5K - 30, Walk - 17, and Kids Fun Run - 9.
 - iii. Volunteers – Staff Liaison, Erickson, passed around the volunteer assignment sheet. He shared that we already have some volunteer commitments and that he



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has contacted all the funded agencies for volunteers. Some have already committed. Vento said that she is confident that she can get 12 volunteers from Armstrong High School, to direct runners on the course.

2. New Business

- A. Joint Commission Meeting, February 26 – Staff Liaison, Erickson, reminded the commission on the upcoming Joint Commission Meeting. He told them to make sure they all RSVP.
- B. Accomplishments from 2019 – The commission established 5 accomplishments for 2019, as requested by council.
 - 1. Maintained a balanced budget for the year
 - 2. Donated \$75,000 to area nonprofits who serve the citizens of GV (largest single-year donation in GVHSC history)
 - 3. Instilled new guidelines to appropriately and responsibly spend down excess reserve monies, allowing us to make a bigger contribution to our community giving.
 - 4. Continue to add more corporate support for our fundraising events.
 - 5. Successfully executed two major fundraising events - Run the Valley and the newly rebranded GV Greens Classic (lawn bowling & golf) raising a net total of \$13,345

Adjourn

MOTION by Black at 7:35 pm, Joel 2nd

Aaron Black, Chair

Brian Erickson, Staff Liaison



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Human Services Commission

March 9, 2020, 6:45 pm
Rice Lake Conference Room
Brookview Golden Valley
316 Brookview Parkway S

REGULAR MEETING MINUTES

Call to Order

The meeting was called to order at 6:43 pm by Aaron Black, Chair.

Roll Call

Commissioners present: Denise La Mere-Anderson, Aaron Black, Joel Nelson, Jonas Courneya, Toots Vodovoz, Sophia Vento and Katie Hart

Commissioners absent: Hilmer Erickson, and Stephanie Devitt

Staff present: Brian Erickson, Staff Liaison and Nicole Eller-Peploe, Recording Secretary

Approval of Minutes

MOTION by La Mere Anderson, Black 2nd

New Commissioner, Kelly House Unable to attend, will be at April meeting.

Agenda Item

1. New Business

A. Special allocation proposal

La Mere-Anderson is not prepared at this time. Will be ready for the April meeting.

2. Old Business

A. Budget – La Mere-Anderson reviewed and updated the commission. She noted that some of the footnotes are incorrect, but believes the dollar amounts are accurate. La Mere-Anderson highlighted how the pull tab and fundraiser revenues are exceeding expectations.

B. Run The Valley 2020 –

- i. Runner Update - Staff Liaison, Erickson, shared the current registration numbers. 10K - 60, 5K - 62, Walk - 30, and Kids Fun Run - 7.
- ii. Staff Liaison, Erickson, shared the latest sponsor information and the commission review.
- iii. Volunteers - Staff Liaison, Erickson, passed around the volunteer assignment sheet. Commission discussed were volunteers are still needed. Vento said that she will be sending out a signup sheet within the



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next week and is still confident that she can get volunteers from Armstrong High School.

- iv. Race Day Assignments – Commission discussed.

Black informed the commission that he is in contact with City Officials in regards to Coronavirus response and reminded the commission that RTV could change.

- v. Joint Commission Meeting – Black had an opportunity to speak and informed the commission of his experience. He and Staff Liaison Erickson summarized topics that were discussed and their understandings of the other commission.

Ajourn

MOTION by Black at 7:30 pm, Courney 2nd

Aaron Black, Chair

Brian Erickson, Staff Liaison



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Human Services Commission

April 28, 2020 - 6:45 pm
WebEx Virtual Meeting

SPECIAL MEETING MINUTES

1. Call to Order

The meeting was called to order at 6:45 pm by Aaron Black, Chair.

2. Attendance/Roll Call

Commissioners present: Aaron Black, Stephanie Devitt, Hilmer Erickson, Katie Hart, Denise La Mere-Anderson, Joel Nelson, Sophia Vento, and Toots Vodovoz
Commissioners absent: Jonas Courneya and Kelly House
Staff present: Brian Erickson, Staff Liaison, Kimberly Sanberg, Council Liaison and Sheila Van Sloun, Recording Secretary

3. Approval of Agenda

MOTION made by Black and seconded by Hart to approve the April 28, 2020 Special Meeting Agenda. Motion carried unanimously.

4. New Business

A. Emergency Funding

i. Allocation Process

The Commission reviewed the 2020 Human Services Commission fiscals. After discussion, the Commission concluded there is \$69K currently available in reserves for emergency allocation. Discussion then focus on how much of that \$69K should be used for emergency allocations at this time.

Due to the immediate need, Black proposed allocating the entire \$69K for emergency distribution. Upon a vote being taken, vote was 7-1 against; vote denied.

After discussion, Black proposed allocating \$60K for emergency distribution. Upon a vote being taken, vote was 7-1 against; vote denied.

After discussion, Black proposed allocating \$50K for emergency distribution. Upon a vote being taken, vote was 7-1 in favor; vote approved.

ii. Criteria

Discussion was opened by Black as to which agencies should receive the emergency funding and how much.

Black said the criteria for receiving emergency funding should remain need-based and follow the guidelines and by-laws of the Commission.



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After discussing and evaluating the immediate and extraordinary need due to the pandemic, Commissioners reviewed the current list of agencies receiving allocations. La Mere-Anderson suggested tabling funding to the YMCA. Black agreed and reminded Commissioners that the YMCA will be included in future funding, and only tabled for this emergency allocation.

Devitt suggested tabling Community Mediation and Restorative Services. La Mere-Anderson said CMRS does provides support to those facing eviction. Given the current economic situation, she said there could be an increased need in the community for those services.

Black proposed a vote for tabling Community Mediation and Restorative Services for emergency funding. Upon a vote being taken, vote was 4-3 against with one abstain; vote denied.

iii. Funding Recommendation To Council

Commissioners discussed the allocation ratios for the agencies on the proposed and updated list. La Mere-Anderson said keeping the existing ratios totals \$46K, leaving \$4K remaining for distribution. Commissioners discussed options for the \$4K.

After discussion and agency evaluation, Black proposed distributing the remaining \$4K to PRISM for \$2K, HUG/Diaper Bank for \$1K, and ResourceWest for \$1K. Upon a vote being taken, vote was 5-3 against; vote denied.

Devitt suggested and proposed leaving the \$4K in reserves for future allocation needs. Upon a vote being taken, vote was 6-2 in favor; vote approved.

The Commission proposed Emergency Funding Allocation recommendations as listed below. Erickson plans to share the information with City Council for approval.

Name	% of Funds Allocated	Recommended Emergency Funding Reserve Spend
PRISM	25%	\$12,500
Dinner at your Door	11%	\$5,500
Sojourner Project	10%	\$5,000
Senior Community Services HOME	9%	\$4,500
Crisis Nursery	6%	\$3,000
HUG/Diaper Bank	6%	\$3,000
ResourceWest	6%	\$3,000
Senior Community Services Outreach	6%	\$3,000
Bridge for Youth	6%	\$3,000
Community Mediation & Restorative Services	4%	\$2,000
TreeHouse	4%	\$2,000



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5. Adjournment

MOTION moved by Black and seconded by Erickson to adjourn at 7:45 pm. Motion carried unanimously.

Aaron Black, Chair

Brian Erickson, Staff Liaison



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EXECUTIVE SUMMARY

Physical Development

763-593-8030 / 763-593-8109 (fax)

Golden Valley City Council Meeting
May 19, 2020

Agenda Item

3. E. Accept Environmental Commission 2019 Annual Report and Approve the 2020 Work Plan

Prepared By

Eric Eckman, Environmental Resources Supervisor

Summary

At the May 12, 2020, Council/Manager meeting, EC Chair Scott Seys and Physical Development staff, presented the EC 2019 annual report and 2020 proposed work plan.

Financial Or Budget Considerations

Not applicable

Recommended Action

Motion to accept the Environmental Commission 2019 annual report and approve the 2020 work plan.

Supporting Documents

- Environmental Commission 2019 Annual Report and 2020 Work Plan (7 pages)



**ENVIRONMENTAL COMMISSION
2019 ANNUAL REPORT AND
2020 WORK PLAN**

2019 Environmental Commission

Commissioners

Scott Seys, Chair (2021)

Debra Yahle, Vice-Chair (2022)

Tracy Anderson (2020)

Tonia Galonska (2022)

Dawn Hill (2021)

Susan Phelps (2020)

Jim Stremel (2020)

Joseph Ramlet, Student (2020)

Note: Terms run May 1-April 30

Council Liaison

Larry Fonnest

City Staff

Eric Eckman, Environmental Resources Supervisor

Drew Chirpich, Environmental Specialist

Carrie Nelson, Engineering Assistant

Emma Pierson, MN GreenCorps Member

Purpose and Mission

The Environmental Commission has been established to advise and make recommendations to the City Council in matters relating to and affecting the environment.

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2019 Accomplishments

GreenStep Cities

- Completed Step 4 of the GreenStep Cities Program, including metrics and measures in the following topic areas:
 - buildings and lighting
 - renewable energy
 - land use
 - transportation and fleet
 - surface water
 - green buildings

A link to the summary of the Golden Valley's GreenStep Cities progress is located at

https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2394924



*Council Member Gillian Rosenquist accepted Golden Valley's GreenStep Cities Step 4 designation in June.
(Photo by GreenStep Cities)*

Energy Use

- Researched and recommended participation in Xcel Energy's Partners In Energy community collaboration program.

Pollinators

- Approved and recommended to Council the adoption of a resolution endorsing pollinator protection and promoting pollinator habitat.
- Created a prioritization matrix of potential pollinator plots and habitat sites to develop in the community in the next several years.

Solid Waste And Recycling

- Provided input and feedback on the City's solid waste hauling discussion.
- Worked with MN GreenCorps Member to complete GreenStep Cities actions related to waste reduction, recycling, and composting/organics management.

Natural Resources Management

- Hosted an educational workshop on sustainable yards and soils.
- Supported the Bassett Creek Nature Area Habitat Restoration Project made possible by a grant from the MnDNR.
- Provided guidance and received updates on the City's work to resolve encroachments in the Bassett Creek Nature Area.



DeCola Pond A is a component of the City's Flood Plain Mitigation Plan.

Sustainability And Resilience

- Researched and made recommendations on zoning code revisions to remove barriers to local food production.
- Continued support of the City's flood reduction and mitigation efforts through its projects, programs, and participation in the FEMA Community Rating System, which provides discounts on flood insurance in exchange for the City's high level of floodplain management actions. The City moved up from Class 7 to Class 6 in 2019.

2020 Proposed Work Plan

Proposed work plan priorities for 2020 are based on goals in the Resilience & Sustainability, Water Resources, and Parks & Natural Resources chapters of the 2040 Comprehensive Plan, the GreenStep Cities Program, and the City's participation in Xcel Energy's Partners in Energy Community Collaboration Program.

- **Curbside Organics Collection** Continue to explore options and provide information/recommendation to the City Council; assist in developing and implementing a new organics program
- **Xcel Energy's Partners In Energy Program** Help guide and participate in the development and implementation of the City's Energy Action Plan including:
 - advance building performance (supporting City's efforts to update building codes or standards that advance energy performance in buildings)
 - energy benchmarking in private buildings
- **GreenStep Cities Step 5:** Continue working on actions and metrics to address climate-related impacts, improve the environment, and reduce energy consumption and costs.
 - If awarded a MN GreenCorps Member in 2020-2021, work to complete GreenStep Cities actions related to Climate and Energy Action.
- **Community Outreach:** Use the Commission's \$3,500 budget to:
 - fund a joint project, speaker, or event with the Human Rights Commission
 - host an educational workshop on sustainable yards and pollinator habitat (approximately \$1,500 for Metro Blooms Workshop #3 in a series of 3)
 - administer a student essay competition
- **Climate Justice and Environmental Justice:** Partner with Human Rights Commission on joint project, event, or speaker. May require joint meeting. Ties in well with City's Resilience and Sustainability Plan. Potential ideas for collaboration include:
 - hosting a speaker on climate justice and environmental justice focusing on climate adaptation and resilience or promoting community gardens and local food production
 - sponsoring a project in an area of the City with inequities of green space and amenities, or pairing a community event with planting trees and vegetation in that area



The City partnered with the Golden Valley Garden Club to plant a pollinator garden in the City Hall parking lot. (photo by Joanie Clausen)

- **Zero-Waste Community:** Assist the City in hosting a community event in 2020.
- **Natural Resources Management Plan:** Continue to assist in implementation of the plan, including:
 - exploring the potential to revise City Code to allow temporary use of goats for vegetation management on public and private properties
 - providing an update on Emerald Ash Borer Management
 - supporting habitat restoration in the Pennsylvania Woods Nature Area in 2020-21 with DNR Grant funds
- **Downtown Redevelopment Study:** Engage in environmental aspects of the study and plan
- **Pollinators:** Complete actions listed in the City’s Pollinator Protection resolution, such as:
 - doing an inventory and reducing the use of chemicals on City properties
 - developing more plots and habitat in the community
- **Air Quality:** Review City code with respect to wood burning and update as needed to protect and maintain local air quality.
- **Recycling:** Reduce single use plastics and containers.



EXECUTIVE SUMMARY

Physical Development

763-593-8030 / 763-593-8109 (fax)

Golden Valley City Council Meeting

May 19, 2020

Agenda Item

3. F. Accept Planning Commission 2019 Annual Report and Approve the 2020 Work Plan

Prepared By

Jason Zimmerman, Planning Manager

Summary

At the May 12, 2020, Council/Manager meeting, Planning Commission Chair Ron Blum and Planning staff presented the 2019 Annual Report and the 2020 proposed work plan.

Financial Or Budget Considerations

None

Recommended Action

Motion to accept the Planning Commission 2019 Annual Report and approve the 2020 Work Plan.

Supporting Documents

- Planning Commission 2019 Annual Report and 2020 Work Plan (11 pages)



**PLANNING COMMISSION
2019 ANNUAL REPORT AND
2020 WORK PLAN**

2019 Planning Commission

Commissioners

Ronald Blum, Chair

Andy Johnson, Vice Chair

Adam Brookins, Secretary

Rich Baker

Lauren Pockl

Ryan Sadeghi

Chuck Segelbaum

Ari Prohovsky, Youth

Council Liaison

Steve Schmidgall

City Staff

Marc Nevinski, Physical Development Director

Jason Zimmerman, Planning Manager

Emily Goellner, Senior Planner/Grant Writer

Myles Campbell, Planner

Emily Anderson, Planning Intern

Lisa Wittman, Administrative Assistant

Purpose, Mission, and Prescribed Duties

The Planning Commission shall:

- Review and make recommendations on specific development proposals made by private developers and public agencies.
- Review and make recommendations on proposed rezonings, subdivision plans, amendments to the zoning text, platting regulations and variances, and similar items having to do with administration and regulatory measures.
- Conduct special studies dealing with items such as renewal, civic design, maintenance of a suitable living and working environment, economic conditions, etc. These studies may be conducted at the initiative of the Planning Commission and/or specific direction from the City Council.
- Review major public capital improvement plans against the policy and goals stated in the Comprehensive Plan for the area.
- Advise and make recommendations relative to housing, new development, and redevelopment projects proposed by the HRA prior to the final commitment of such projects by the HRA.
- Advise and make recommendations in matters relating to and affecting the environment.

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2020 Proposed Work Plan	page 11

2019 Overview

The Golden Valley Planning Commission saw a drop-off in the number of applications it reviewed in 2019, which resulted in a five-year low. Almost all of the projects reviewed were Conditional Use Permits (or an amendment to an existing CUP). They ranged from approval of a boathouse on Sweeney Lake to the establishment of a new adult day care off Nevada Ave N. The Commission also approved a lot consolidation of a residential property with a piece of excess MnDOT right-of-way and performed a site plan review for the parking lot of the Good Day Café/Metropolitan Ballroom.

A large number of meetings were taken up with the discussion of three new zoning text amendments. The Commission recommended approval of firearms sales restrictions (which created buffers around certain Institutional and Residential uses), approval of architectural and materials standards for projects in most zoning districts, and approval of a revised Mixed Use Zoning District to replace the I-394 Mixed Use Zoning District.

Looking ahead, the Commission will be tasked with reviewing a number of rezonings necessary to bring the City's zoning map into conformance with the recently adopted 2040 Comprehensive Plan. The Commission will also be asked to review a range of updates to the zoning chapter in order to modernize use tables and adjust to new technologies such as emerging small cell telecommunications equipment.

2019 Activity

The information below attempts to capture in figures and graphs the activities of the Planning Commission over the past year.

Planning Commission Meetings

Held: 19
Cancelled: 5

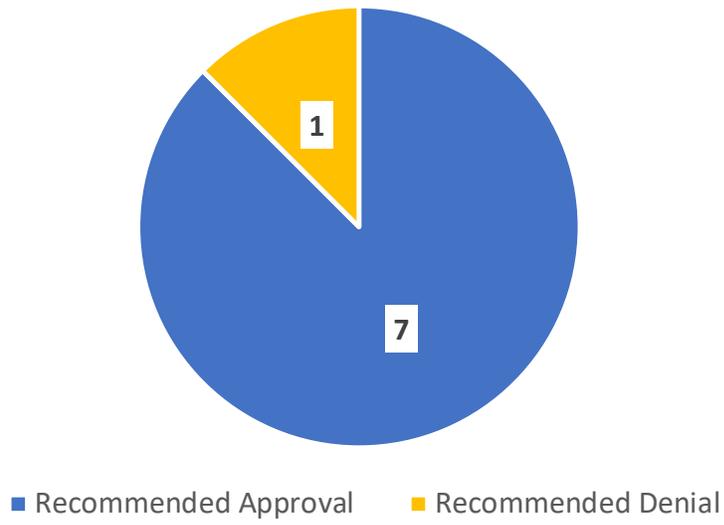
Staff-Led Discussions/Presentations

19

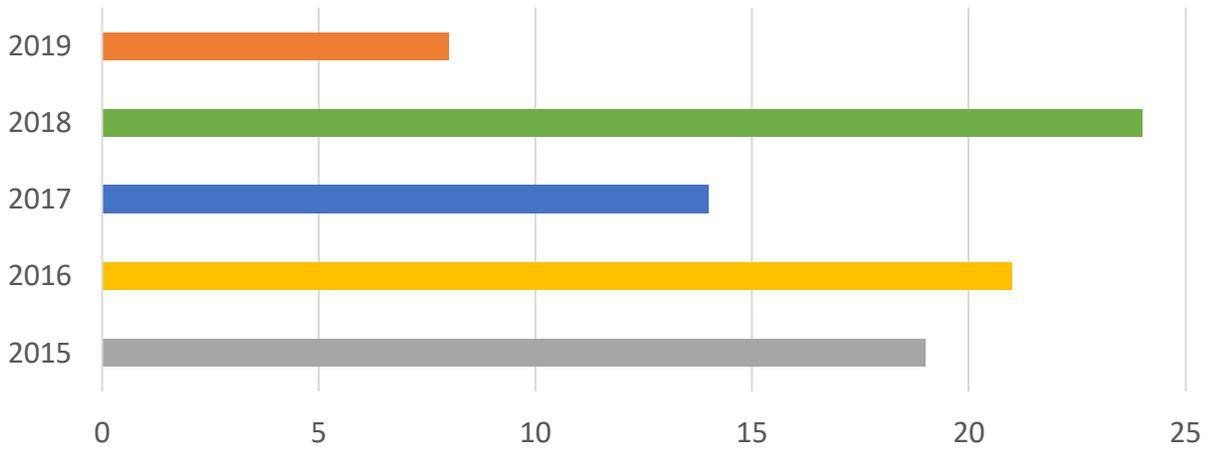
Zoning Text Amendments Considered

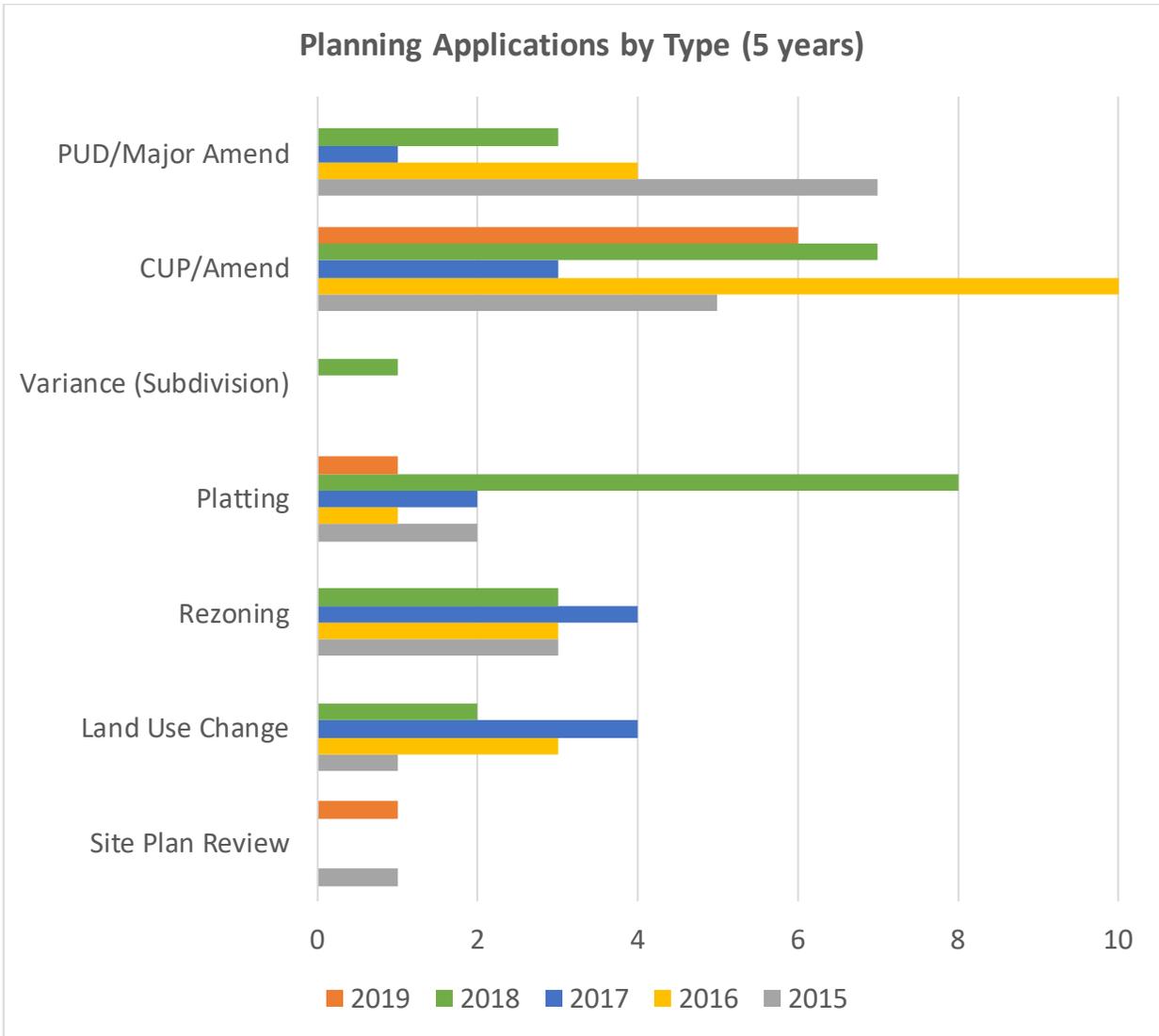
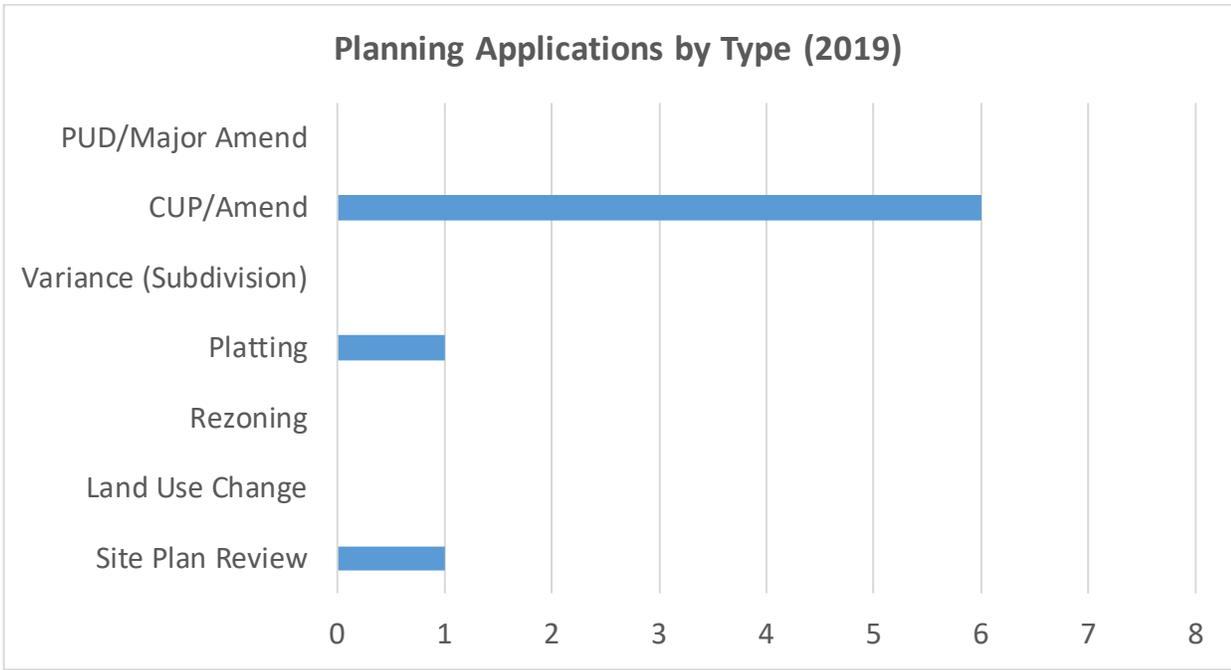
3

Planning Applications Considered



Total Planning Applications by Year





Planning Application

Years, 2015 - 2019

⊕ Location

Year

- 2019: 8
- 2018: 24
- 2017: 14
- 2016: 21
- 2015: 18

Print Date: 4/16/2020
Sources:
-Hennepin County Surveyors Office for Property Lines (2020).
-City of Golden Valley for all other layers.



INDEX	
1	- English Cir
2	- Kings Valley Rd
4	- Kings Valley Rd E
5	- Marquis Rd
6	- Mayfair Rd
7	- Stroden Cir
8	- Tamarin Tr

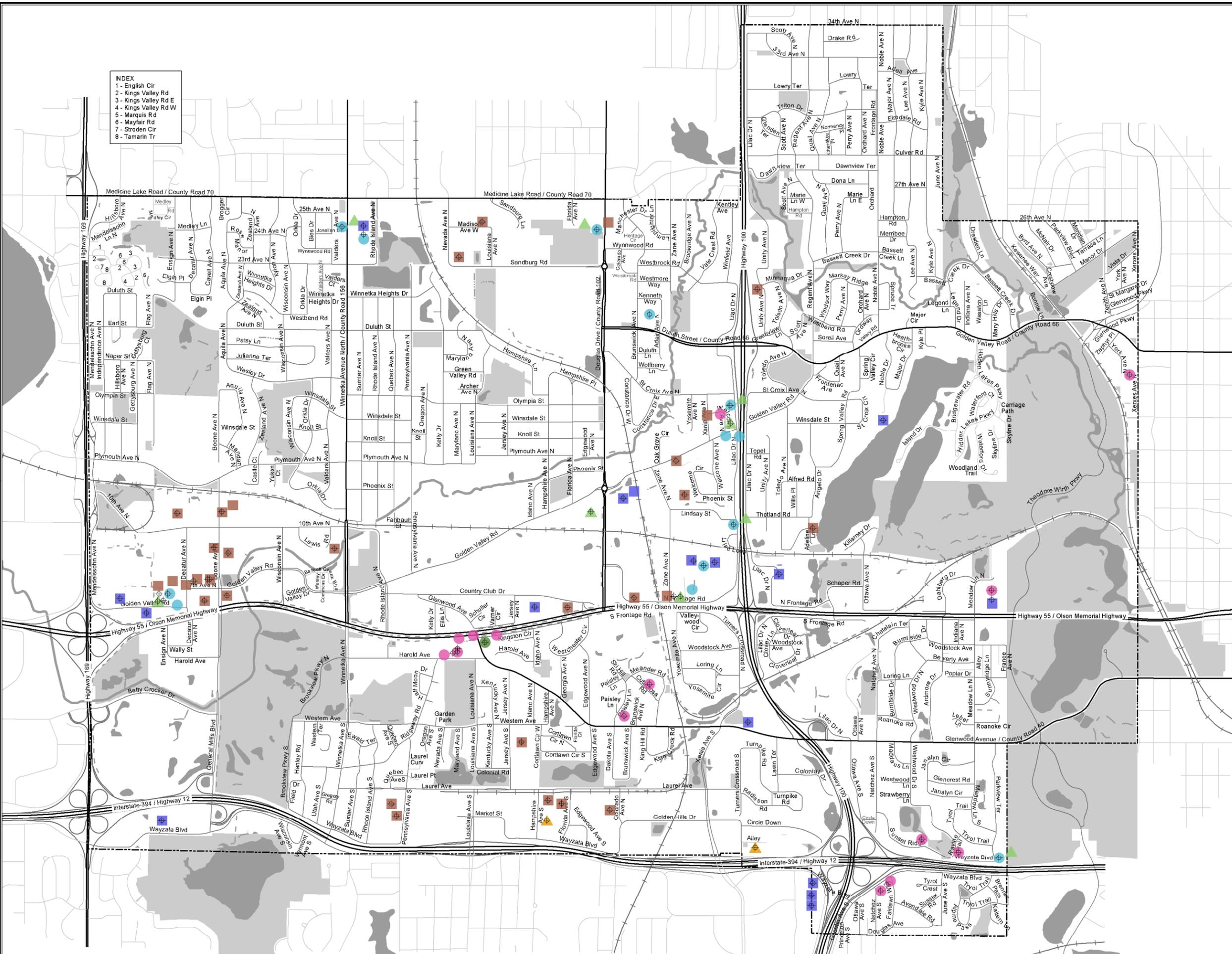


Planning Application

Types, 2015 - 2019

- ⊕ Location
- Type**
- PUD/Major Amend: 16
- CUP: 30
- Variance (Subdivision): 1
- Platting (Subdivision/Lot Consolidation): 14
- Rezoning: 13
- ▲ Land Use Change: 9
- ▲ Site Plan Review: 2

INDEX	
1	- English Cir
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Zoning Text Amendments Considered

Item	Description
Firearm Sales	Limits the sale or repair of firearms to the Light Industrial and Industrial Zoning Districts and requires buffers from various residential and institutional uses
Architectural and Material Standards	New section of the zoning chapter that establishes requirements around façades, openings, entrances, and screening, and incorporates a system of material classes
Mixed Use Zoning District	Replacement of the I-394 Mixed Use Zoning District with a new district that created three new subdistricts, updated the lists of permitted and conditional uses allowed, changed requirements for setbacks and height, and modified impervious and open space regulations

Staff Led Discussions/Presentations

- Annual Commissioner Orientation
- Zoning Code: **17**
 - Firearm Sales: **1**
 - Architectural and Material Standards: **3**
 - Mixed Use Zoning District: **8**
 - Zoning Study: **2**
 - Narrow Lots: **3**
- 2020-2029 Capital Improvement Program

Other PUD Amendments Considered (not reviewed by Planning Commission)

- Administrative Amendments: **1**
 - Menards Addition PUD 75 – addition of an entrance lane to the yard gate off Hampshire Ave S for customers picking up online orders (APPROVED)
- Minor Amendments: **3**
 - Valley Creek PUD 71 – amend the amount of signage allowed on the three parcels that make up the office campus (APPROVED)
 - The Xenia PUD 113 – relocate the business center within the building and add one studio unit (WITHDRAWN)
 - Golden Hills Business Park PUD 78 – shift allocation of allowed uses from manufacturing to office and make associated parking lot modifications (APPROVED)

Major Projects Reviewed

Item/Location	Type	Description
American Rug Laundry 8043 Lewis Road	CUP	Approve a facility for rug cleaning and restoration
1345 Natchez Ave S	Lot Consolidation	Join excess right-of-way with adjacent residential property
1030 Angelo Drive	CUP	Allow a boathouse within the Shoreland Overlay District
Good Shepard School 145 Jersey Ave S	CUP	Approve a child care center within an existing elementary school building
Golden Valley Adult Day Program 2300 Nevada Ave N	CUP	Approve a new adult day care operation
Borton Volvo 721 Hampshire Ave S	CUP	Approve an existing business for pre-owned vehicle sales
Good Day Café/Metropolitan 5410 Wayzata Blvd	Site Plan Review	Apply development standards to a proposed parking lot reconfiguration
Home Health Care, Inc 800 Boone Ave S	CUP Amendment	Revision of existing Conditional Use Permit to remove limits on loading and unloading of adult day care clients on Boone Ave

Previously Approved Projects that Began Construction in 2019

- 2015 Central Park West – Phase 2 Apartments (Utica Avenue South)
- 2016 Central Park West – Phase 1 Office (10 West End)

2020 Proposed Work Plan

Implementation of 2040 Comprehensive Plan

- Carry out Phase III of the Downtown Study, including the completion of the city's Bicycle and Pedestrian Network and a framework for future redevelopment of key properties
- Adjust Institutional Subdistricts to align with new categories of Assembly, Civic, and Medical; consider creating new Park and Open Space Zoning District
- Rezone properties to create consistency with the Future Land Use Map
- Update the Medium-Density Residential (R-3) Zoning District to achieve target densities



*Downtown Study Open House
(Staff photo)*

Zoning Code Amendments/Updates

- Adopt new restrictions on Tobacco Sales in the Commercial Zoning District
- Reformat and modernize the tables of Principal, Conditional, Restricted, and Prohibited Uses for each of the City's zoning districts
- Revisit the zoning districts in which Places of Worship are allowed in order to be consistent with the Religious Land Use and Institutionalized Persons Act (RLUIPA)
- Update Telecommunications section of zoning chapter to address small cell telecom equipment

Planning Application Review and Evaluation

- Continue to review and make recommendations on land use applications as they are submitted to the City, including subdivision requests, Conditional Use Permits, and Planned Unit Developments.

Commissioner Training and Education

- Work with staff to explore new and innovative planning concepts and to respond to the interests of individual Commissioners
- Training on variances provided by the City Attorney



EXECUTIVE SUMMARY

Physical Development

763-593-8030 / 763-593-8109 (fax)

Golden Valley City Council Meeting
May 19, 2020

Agenda Item

3. G. Accept Board of Zoning Appeals 2019 Annual Report

Prepared By

Myles Campbell, Planner

Summary

At the May 12, 2020, Council/Manager meeting, outgoing Board of Zoning Appeals Chair Nancy Nelson and Planning staff presented the 2019 Annual Report.

Financial Or Budget Considerations

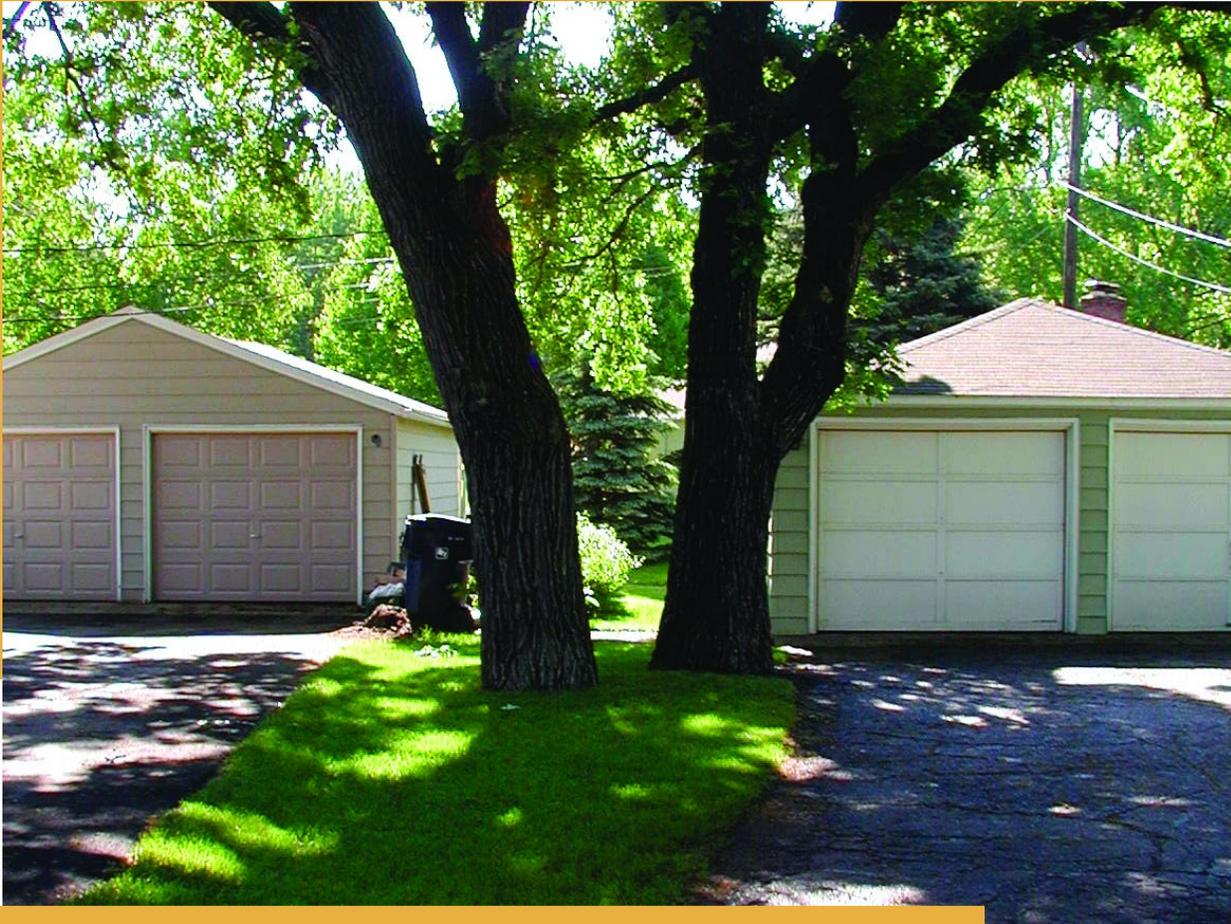
None

Recommended Action

Motion to accept the Board of Zoning Appeals 2019 Annual Report.

Supporting Documents

- Board of Zoning Appeals 2019 Annual Report (13 pages)



BOARD OF ZONING APPEALS 2019 ANNUAL REPORT

2019 Board of Zoning Appeals

Commissioners

Nancy Nelson, Chair (2020)

Richard Orenstein, Vice Chair (2020)

David Perich (2020)

Andy Snope (2020)

Rotating Planning Commission Representative

Kade Arms-Regenold (Youth Representative,
2020)

Note: Terms run May 1-April 30

Council Liaison

Larry Fonnest

City Staff

Marc Nevinski, Physical Development Director

Jason Zimmerman, Planning Manager

Emily Goellner, Associate Planner/Grant Writer

Myles Campbell, Planner

Emily Anderson, Planning Intern

Lisa Wittman, Administrative Assistant

Amie Kolesar, Planning Assistant

Purpose, Mission, And Prescribed Duties

The Board of Zoning Appeals (BZA) hears requests for variances from the requirements of the Zoning Code, which is Chapter 113 of the Golden Valley City Code. The BZA consists of five members that meet once a month if there are any petitions pending for action. A Planning Commissioner serves as the fifth member of the BZA.

Criteria For Analysis

A variance may be granted when the petitioner for the variance establishes that there are practical difficulties in complying with this Chapter. "Practical difficulties," as used in connection with the granting of a variance, means:

- the property owner proposes to use the property in a reasonable manner not permitted by this Chapter
- the plight of the property owner is due to circumstances unique to the property not created by the property owner
- the variance, if granted, will not alter the essential character of the locality

Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. The BZA may not grant a variance that would allow any use not allowed for property in the Zoning District where the affected person's land is located. The BZA may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

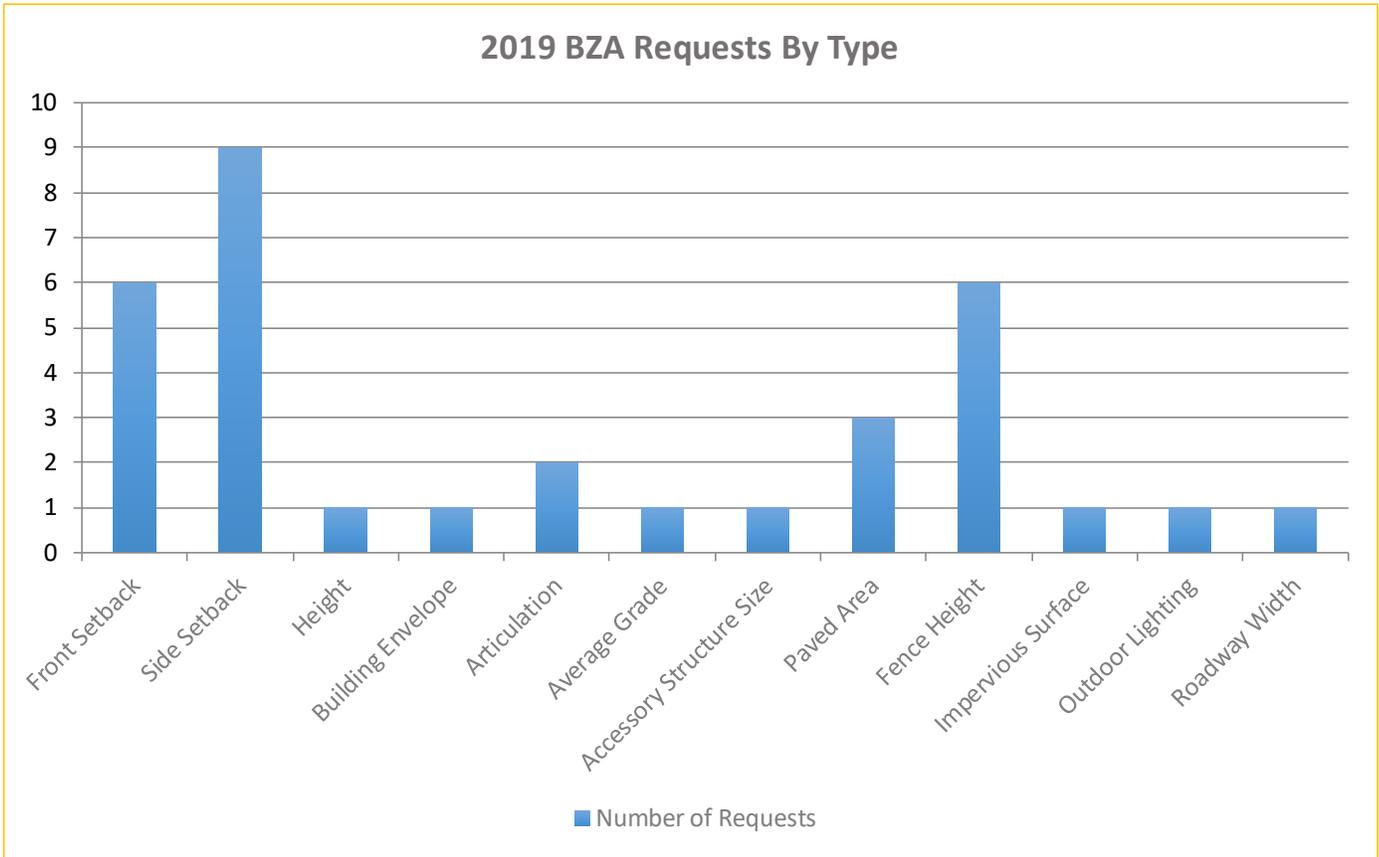
Table Of Contents

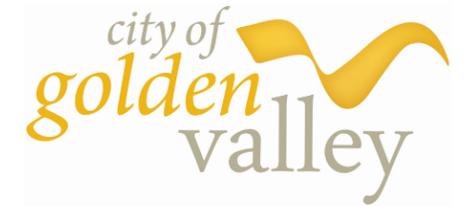
2019 Overview page 4

Five-Year Summary: 2015-2019 page 8

2019 Overview

VariANCES Considered
33
In R-1 Residential Zoning District
30

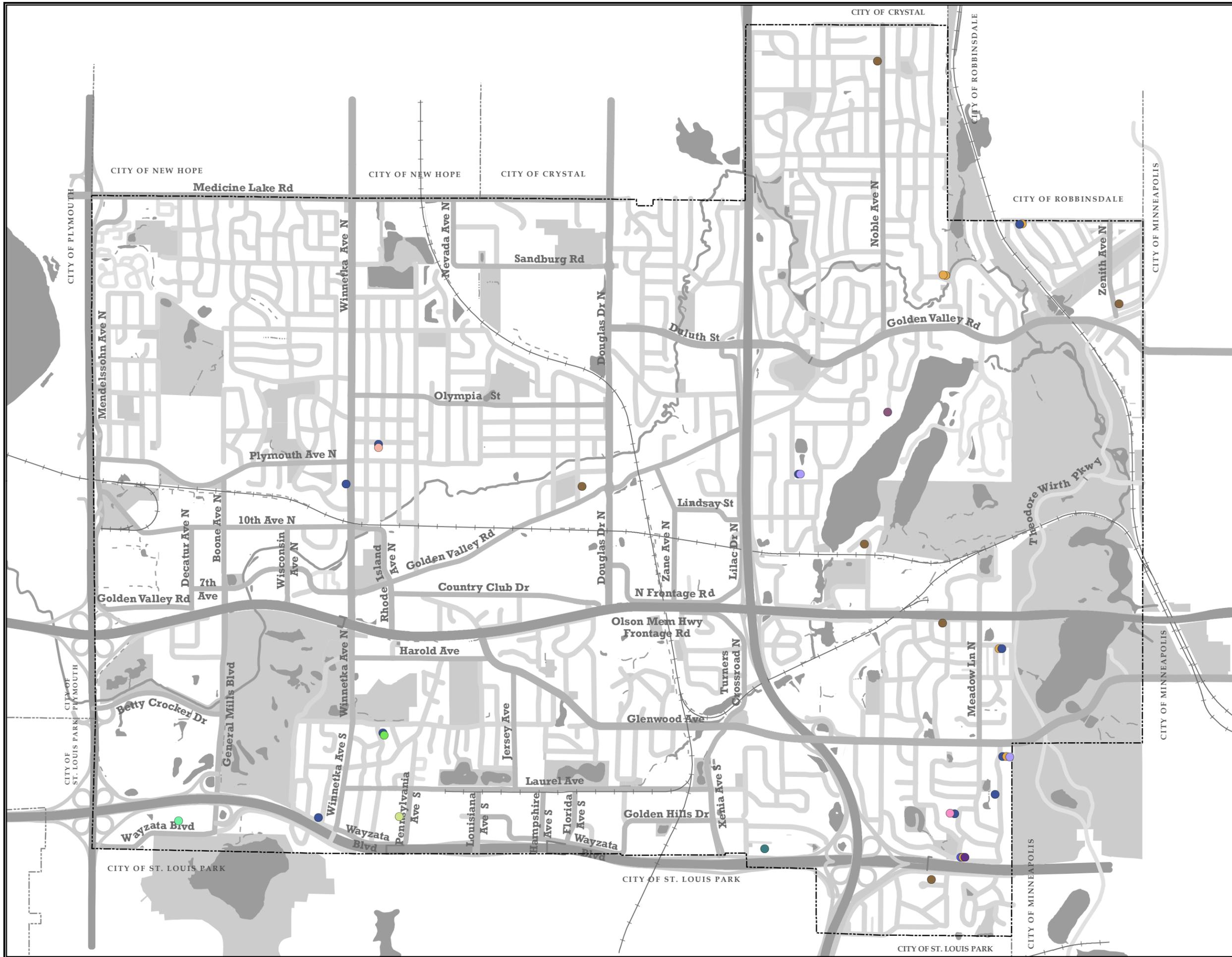




Variance Requests

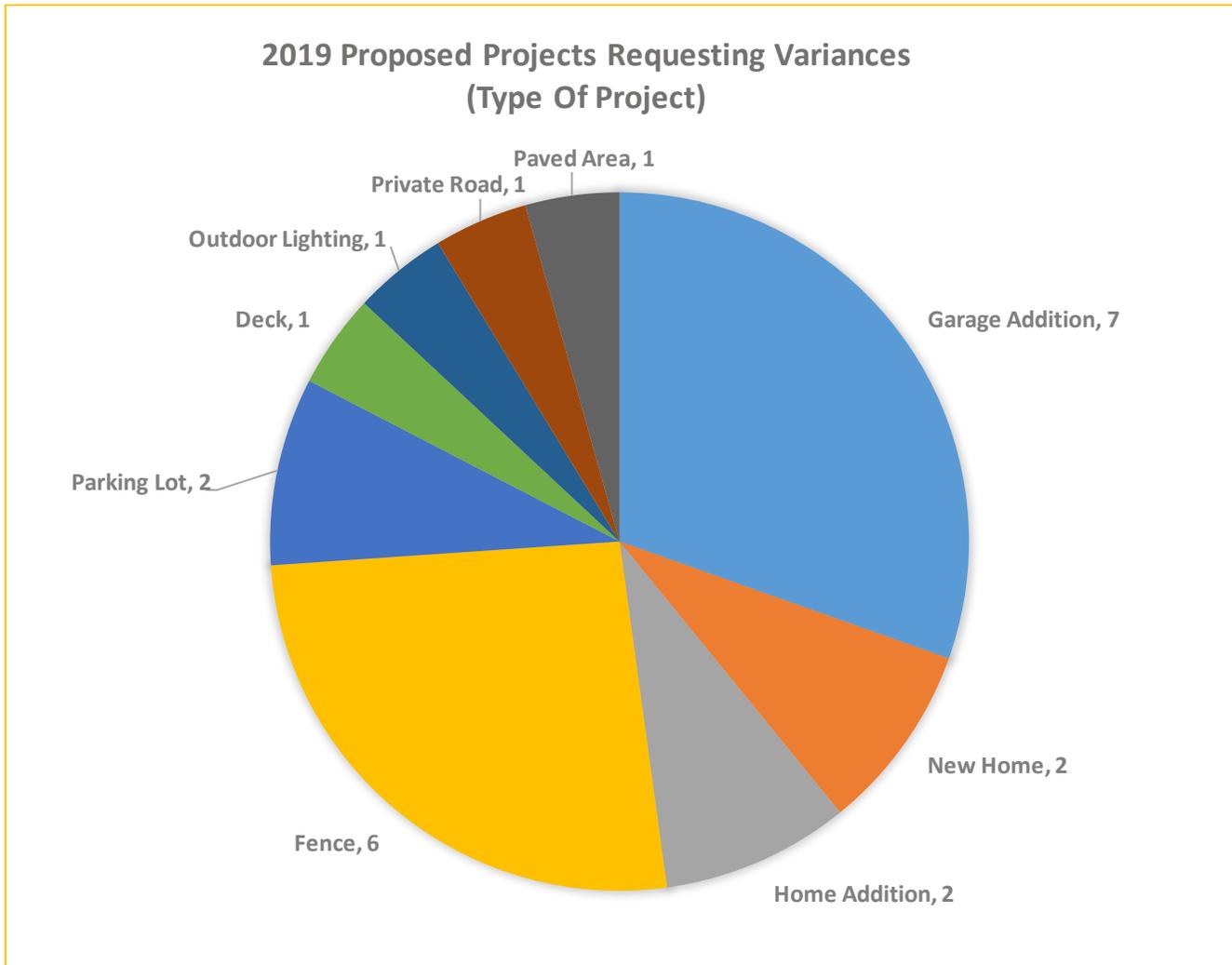
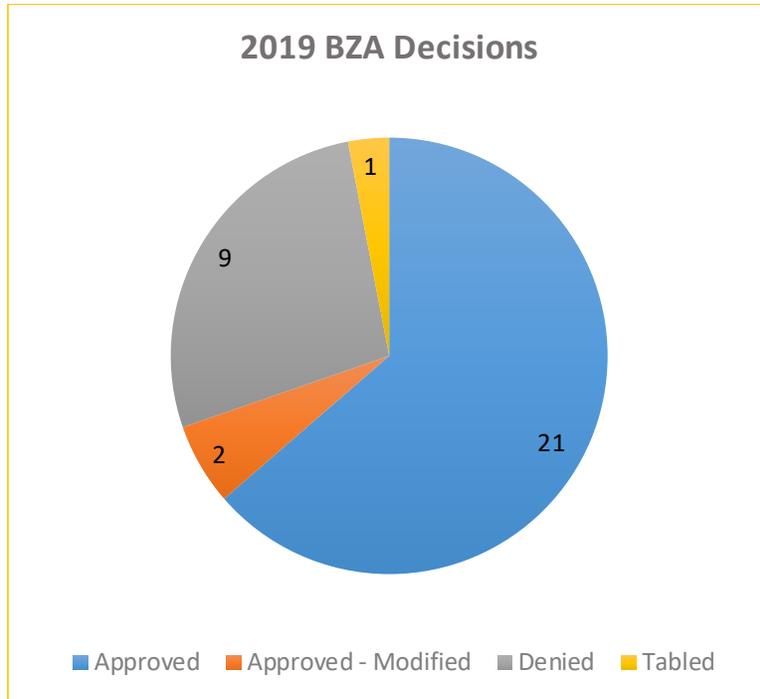
Requests by Type, 2019

- Accessory Structure Location
- Articulation
- Grading/Average Grade
- Building Envelope
- Fence Height
- Front Setback
- Height
- Impervious Surface
- Outdoor Lighting
- Parking
- Parking Setbacks
- Roadway Width
- Side Setback



Print Date: 4/22/2020
 Sources:
 -Hennepin County Surveyors Office for Property Lines (2018).
 -City of Golden Valley for all other layers.



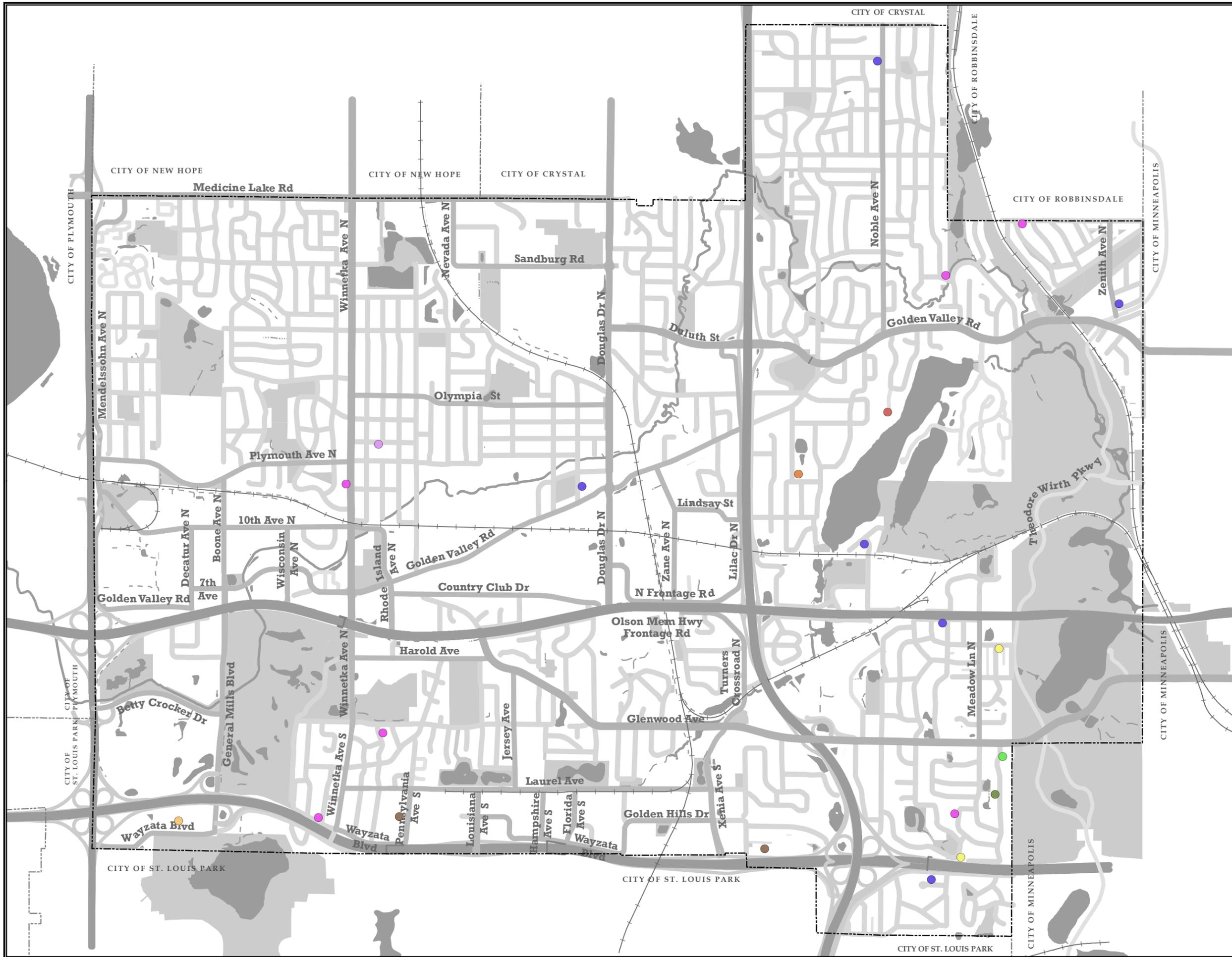




Variance Requests

Requests by Project, 2019

- Building Addition
- Deck
- Fence
- Garage/Garage Addition
- Home Addition
- New Home
- Outdoor Lighting
- Parking
- Paved Area
- Private Road



Print Date: 4/22/2020
Sources:
-Hennepin County Surveyors Office for Property Lines (2018).
-City of Golden Valley for all other layers.



Five-Year Summary: 2015-2019

Variances Considered
127

In R-1 Residential Zoning District
113

In R-2 Residential Zoning District
2

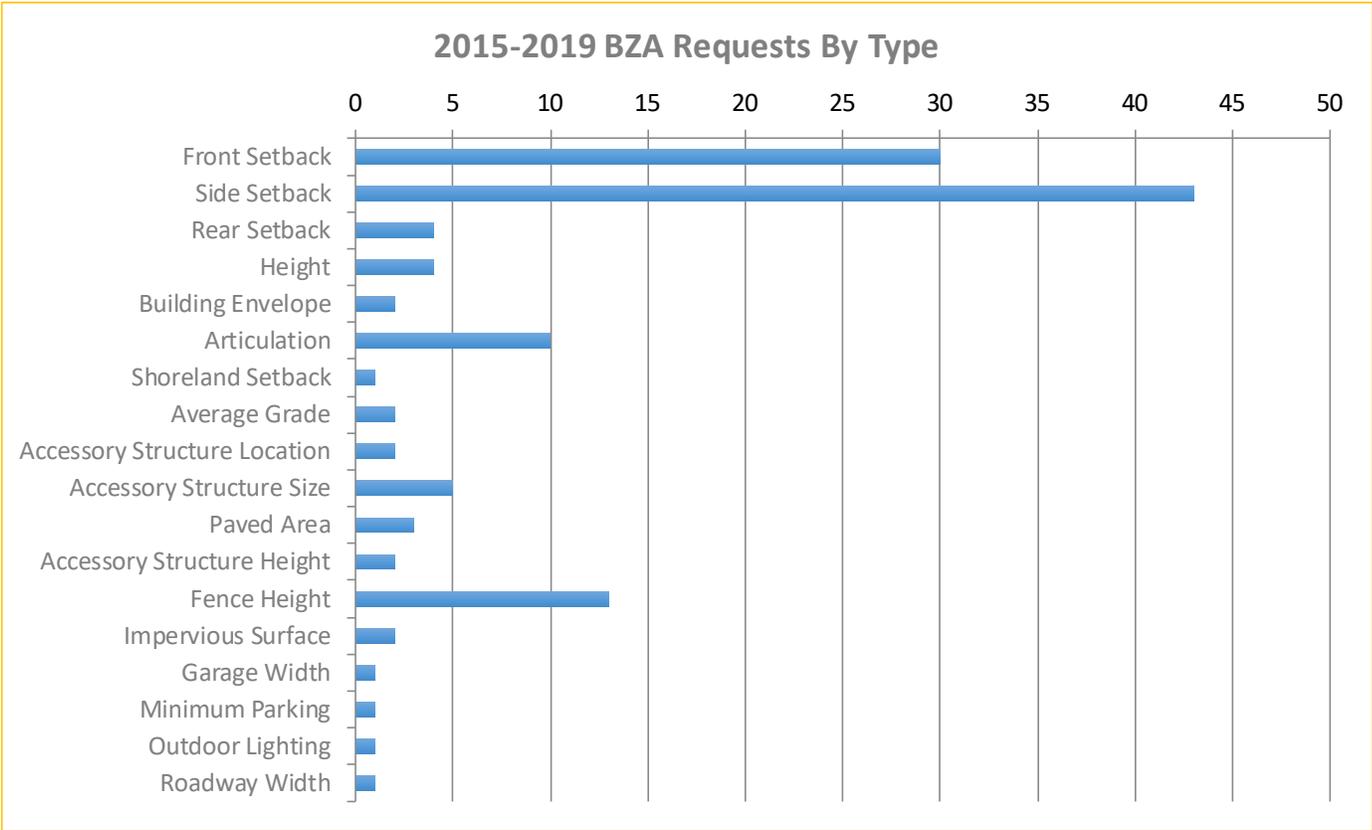
In Commercial Zoning District
2

In Mixed-Use Zoning District
2

In Institutional Zoning District
6

In Industrial Zoning District
1

In Light Industrial Zoning District
1

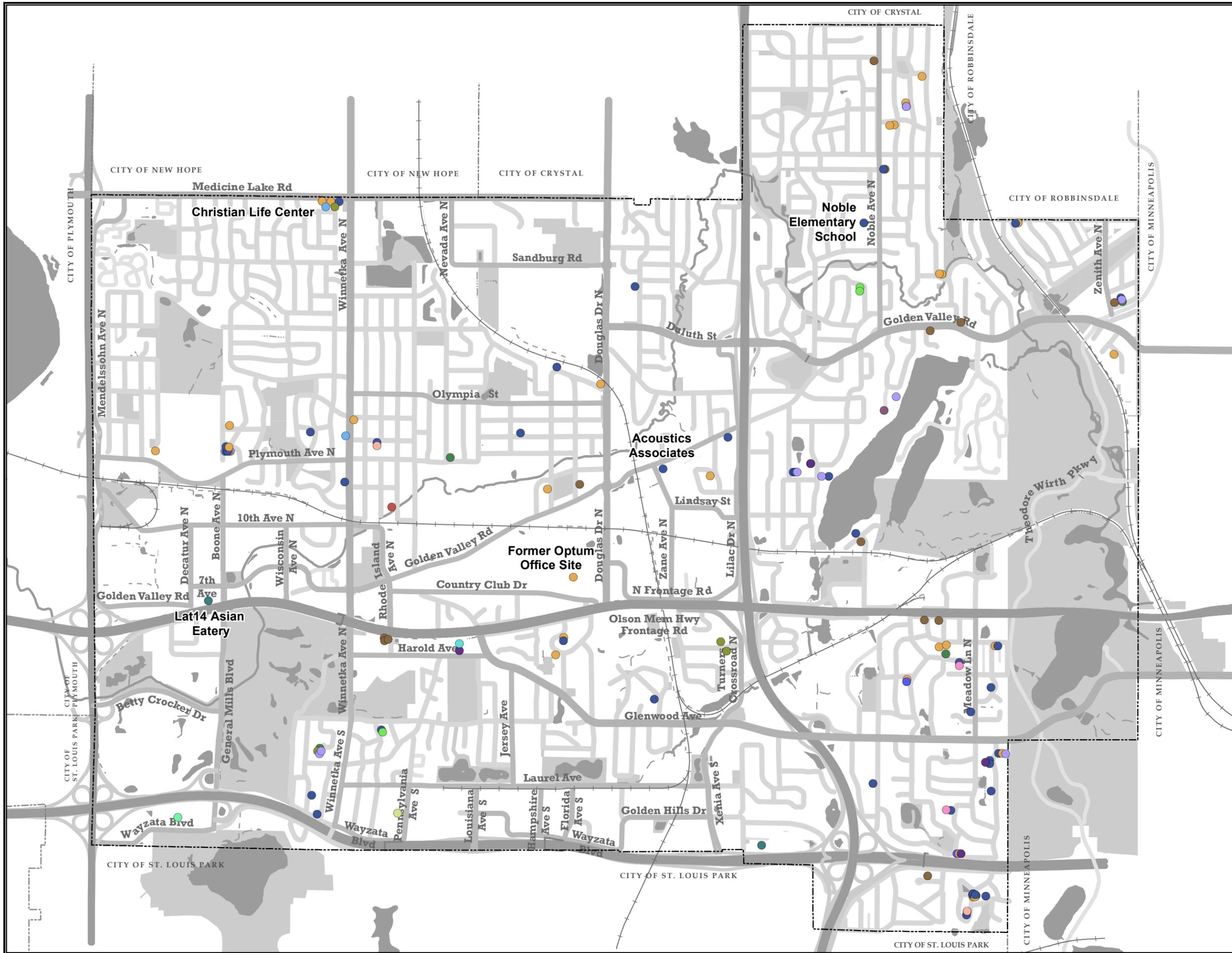


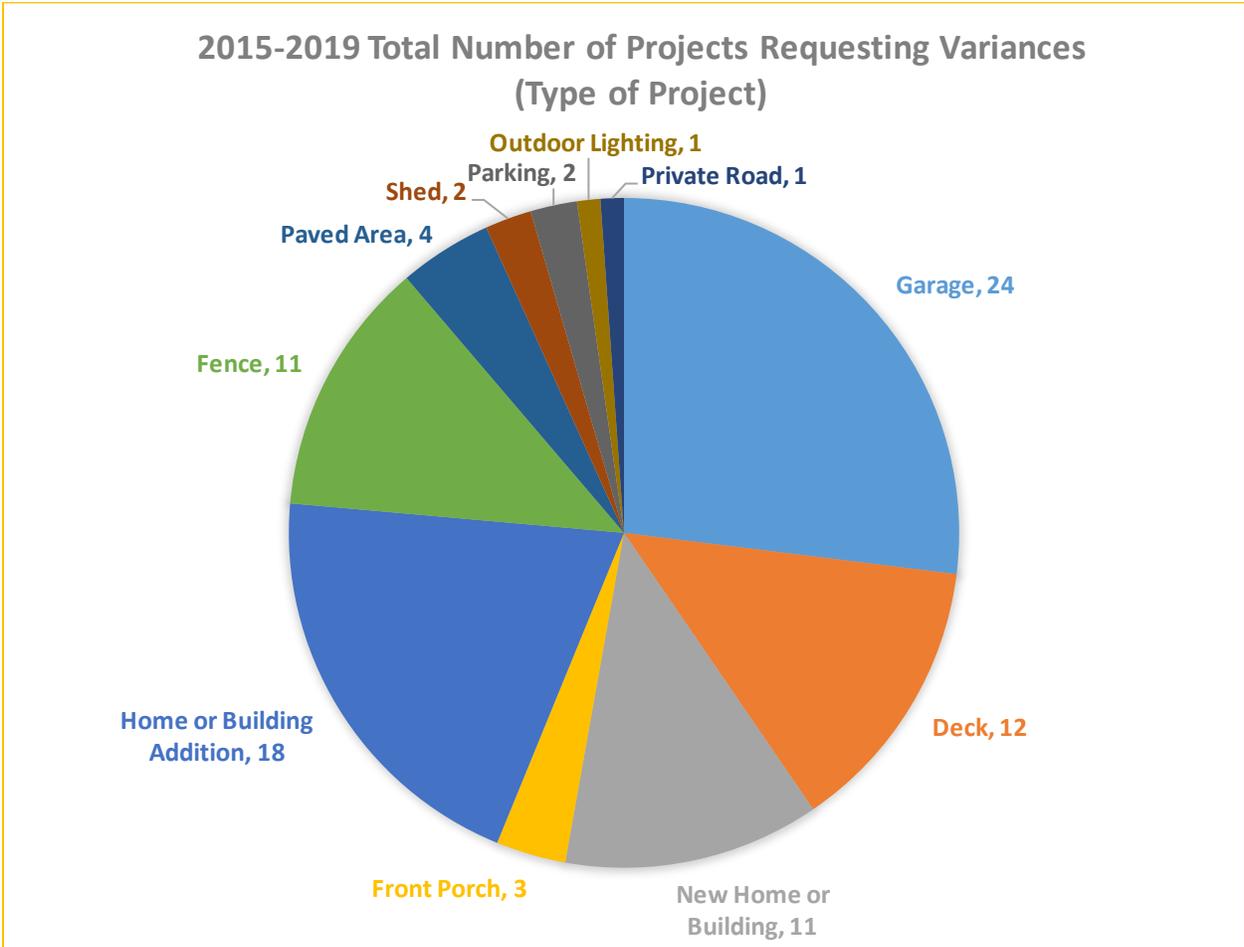
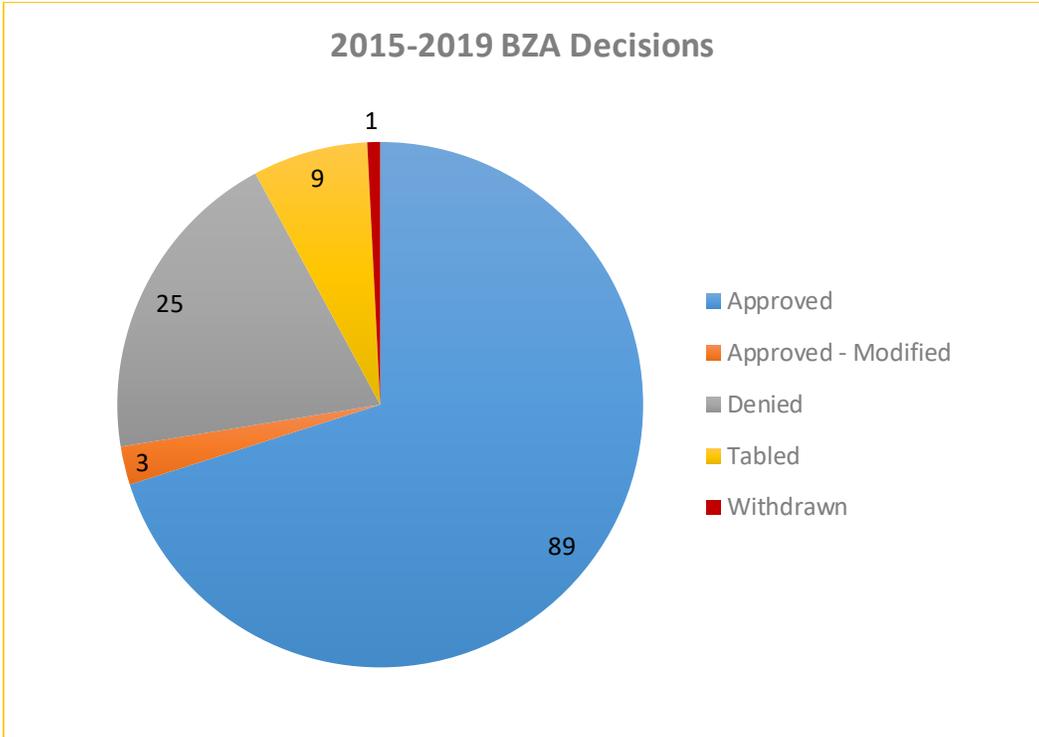
Variance Requests

Requests by Type, 2015-2019

- Accessory Structure Height
- Accessory Structure Location
- Accessory Structure Size
- Articulation
- Grading/Average Grade
- Building Envelope
- Fence Height
- Front Setback
- Garage Width
- Height
- Impervious Surface
- Outdoor Lighting
- Parking
- Parking Setbacks
- Rear Setback
- Roadway Width
- Shoreland Setback
- Side Setback

Print Date: 4/22/2020
 Sources:
 -Hennepin County Surveyors Office for Property Lines (2018).
 -City of Golden Valley for all other layers.

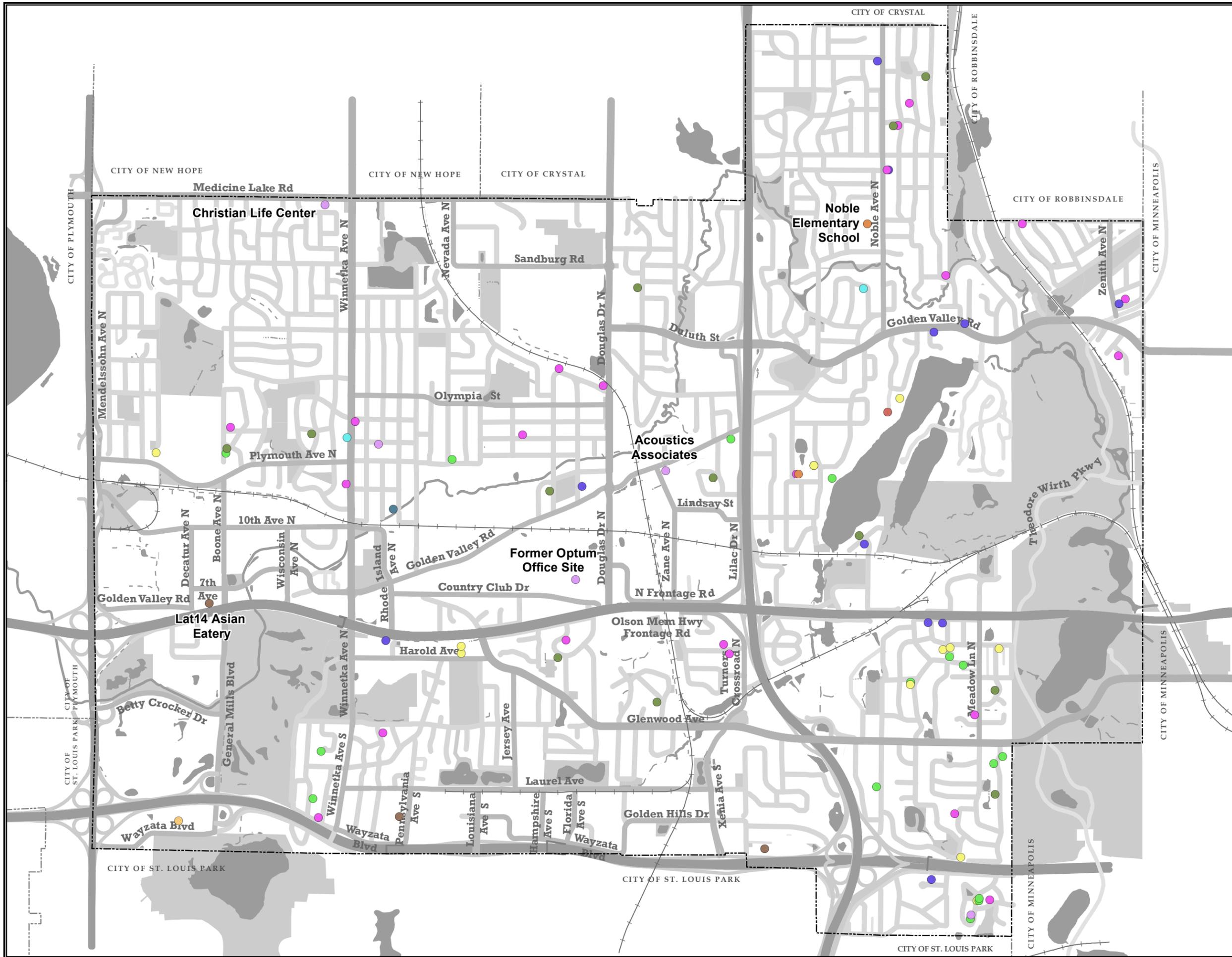




Variance Requests

Requests by Project, 2015-2019

- Building Addition
- Deck
- Fence
- Front Porch
- Garage/Garage Addition
- Home Addition
- New Home
- Outdoor Lighting
- Parking
- Paved Area
- Private Road
- Shed



Print Date: 4/22/2020
 Sources:
 -Hennepin County Surveyors Office for Property Lines (2018).
 -City of Golden Valley for all other layers.



Types Of Variances Considered

Variance Type	Description
Front Yard Setback	Requests to build structures within 35 feet of the front yard property line in R-1, R-2, and Institutional Districts. Institutional Districts also require that at least 25 feet be landscaped and maintained as a buffer zone.
Side Yard Setback	Requests to build structures within the side yard setback area, which ranges from 5 feet to 50 feet depending on the type of structure and the Zoning District.
Rear Yard Setback	Requests to build structures within the rear yard setback area, which ranges from 5 feet to 50 feet depending on the type of structure and the Zoning District.
Articulation	Requests to waive articulation requirement, which requires inward or outward articulation of 2 feet in depth and 8 feet in length for every 32 feet of side wall on homes in the R-1 and R-2 Zoning Districts.
Height	Requests to build principal structures over the maximum height requirement, which ranges from 25 to 28 feet depending on the type of roof and the Zoning District.
Fence Height	Requests to build fences over the maximum height requirements, which ranges from 4 to 12 feet depending on the location on the property (front yard or side/rear yard) and the Zoning District.
Building Envelope	Requests to build a structure beyond the maximum building envelope, which is defined for properties within the R-1 and R-2 Zoning Districts. This includes the 2:1 or 4:1 slope requirement when the structure is taller than 15 feet at the side yard setback line.
Accessory Structure Location	Requests to build a garage, shed, or other accessory structure in a location that is not completely to the rear of the principal structure or in a location that is not at least 10 feet from the principal structure.
Accessory Structure Size	Requests to build a garage, shed, or other accessory structures above the allowable limit of 1,000 square feet in R-1, R-2, and Institutional Zoning Districts.
Accessory Structure Height	Requests to build a garage, shed, or other accessory structures above the maximum height requirements, which is 10 feet in the R-1, R-2, and Institutional Zoning Districts.
Garage Width	Request to build a garage in the R-2 District that is wider than 65 percent of the width of the front façade.
Average Grade	Requests to change the average grade of a property by more than 1 foot.
Shoreland Setback	Requests to build a structure within the minimum shoreland setbacks, which are larger than standard front, side, and rear setbacks.
Impervious Surface	Requests to construct additional impervious surface beyond the maximum allowable, which is 50 percent of the lot in R-1 and R-2 and 60 percent in R-3 and R-4 Zoning Districts.
Minimum Parking	Request to build or use an existing parking lot or garage with a number of parking spaces that is less than the minimum required based on the use of the property.

Outdoor Lighting	Request regarding the total amount of foot candles of light produced by lighting systems, the amount of allowed light trespass, or other issues relating to lighting systems.
Roadway Width	Requests to build a private roadway above or below the maximum and minimum required widths respectively.



EXECUTIVE SUMMARY

Administrative Services

763-593-8013 / 763-593-8169 (fax)

Golden Valley City Council Meeting
May 19, 2020

Agenda Item

3. H. Receipt of April 2020 Financial Reports

Prepared By

Sue Virnig, Finance Director

Summary

The monthly financial report provides a progress report of the following funds:

- General Fund Operations
- Conservation/Recycling Fund (Enterprise Fund)
- Water and Sewer Utility Fund (Enterprise Fund)
- Brookview Golf Course (Enterprise Fund)
- Motor Vehicle Licensing (Enterprise Fund)
- Storm Utility Fund (Enterprise Fund)
- Equipment Replacement Fund (Capital Projects Fund)
- Brookview Center (Special Revenue Fund)
- Human Services Commission (Special Revenue Fund)
- Building Improvement Fund (Capital Projects Fund)
- Park Improvement Fund (Capital Projects Fund)

Financial Or Budget Considerations

As of April 2020, the City of Golden Valley General Fund has used \$4,732,028 of fund balance to balance the General Fund Budget.

Recommended Action

Motion to receive and file the April 2020 Financial Reports.

Supporting Documents

- April 2020 General Fund (2 pages)
- April 2020 Conservation/Recycling Fund (1 page)
- April 2020 Water and Sewer Utility Fund (1 page)
- April 2020 Brookview Golf Course (1 page)
- April 2020 Motor Vehicle Licensing (1 page)
- April 2020 Storm Utility Fund (1 page)
- April 2020 Equipment Replacement Fund (1 page)
- April 2020 Brookview Center Fund (1 page)

- April 2020 Human Services Commission (1 page)
- April 2020 Building Improvement Fund (1 page)
- April 2020 Park Improvement Fund (1 page)

City of Golden Valley
Monthly Budget Report - General Fund Expenditures
April 2019 (unaudited)

Division	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Of Budget Expend.
001 Council	\$453,425	41,396	132,126	(\$321,299)	29.14%
003 City Manager	1,055,440	67,574	277,417	(778,023)	26.28% (2)
004 Transfers Out	2,567,580	0	0	(2,567,580)	0.00% (1)
005 Admin. Services	2,213,775	177,408	667,612	(1,546,163)	30.16%
006 Legal	195,545	15,801	59,679	(135,866)	30.52%
007 Risk Management	320,000	0	(3,670)	(323,670)	-1.15%
011 General Gov't. Bldgs.	735,880	42,609	189,409	(546,471)	25.74%
016 Planning	428,025	29,294	116,733	(311,292)	27.27%
018 Inspections	795,005	60,143	240,824	(554,181)	30.29%
022 Police	6,608,080	564,523	2,104,265	(4,503,815)	31.84%
023 Fire	1,685,290	83,501	354,900	(1,330,390)	21.06%
035 Physical Dev Admin	324,975	25,978	103,561	(221,414)	31.87%
036 Engineering	485,810	46,680	159,479	(326,331)	32.83%
037 Streets	2,289,120	107,393	512,813	(1,776,307)	22.40%
066 Park & Rec. Admin.	851,625	71,444	259,884	(591,741)	30.52%
067 Park Maintenance	1,363,945	114,676	366,121	(997,824)	26.84%
068 Recreation Programs	409,350	7,180	79,424	88,430	19.40%
099 Contingencies	50,000	0	0	88,430	0.00%
TOTAL Expenditures	\$22,832,870	\$1,455,600	\$5,620,577	(\$17,212,293)	24.62%

(1) Transfers will be made in June, 2020

(2) 2020 Budget Adjustment-\$19,120 for Equity, Inclusion and Volunteer Manager 2-4-2020

City of Golden Valley
Monthly Budget Report - General Fund Revenues
April 2020 (unaudited)

Type	2020 Budget	April Actual	YTD Actual	Percentage Of Year Completed	
				Over (Under) Budget	% of Budget Received
					33.00%
Ad Valorem Taxes	\$19,474,140	8,480	8,480	(\$19,465,660)	0.04% (1)
Licenses	233,100	13,375	81,345	(\$151,755)	34.90%
Permits	913,500	45,303	298,847	(\$614,653)	32.71%
State Grants/Aid	15,190	2,931	3,884	(\$11,306)	25.57% (2)
Charges For Services:					
General Government	25,250	356	491	(\$24,759)	1.94%
Public Safety	164,350	0	48,805	(\$115,545)	29.70%
Public Works	179,300	(100)	30,810	(\$148,490)	17.18%
Park & Rec	430,100	(890)	61,634	(\$368,466)	14.33%
Other Funds	741,500	53,458	215,410	(\$526,090)	29.05%
Fines & Forfeitures	255,000	17,824	64,184	(\$190,816)	25.17%
Interest On Investments	150,000	0	0	(\$150,000)	0.00% (3)
Miscellaneous Revenue	202,320	15,752	64,659	(\$137,661)	31.96%
Transfers In	30,000	2,500	10,000	(\$20,000)	33.33% (4)
TOTAL Revenue	\$22,813,750	\$158,989	\$888,549	(\$21,925,201)	3.89%

Notes:

- (1) Payments are received in July, December, and January (delinquencies).
- (2) Police Training will be paid in August. Safe and Sober is billed on time spent.
No LGA in 2020. Fire Grants were available. Most grants are received in other funds.
- (3) Investment income allocated at year end.
- (4) Transfers are monthly.

City of Golden Valley
Monthly Budget Report - Conservation/Recycling Enterprise Fund
April 2020 (unaudited)

	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Current
Revenue					
Hennepin County Recycling Grant	34,620	0	0	(34,620)	0.00%
Recycling Charges	436,845	39,208	105,532	(331,313)	24.16% (2)
Miscellaneous Revenues	8,000	51	52	(7,948)	
Interest on Investments	4,000	0	0	(4,000)	0.00% (1)
Total Revenue	483,465	39,259	105,584	(377,881)	21.84%
Expenses:					
Recycling	526,905	45,008	109,371	(417,534)	20.76% (3)
Total Expenses	526,905	45,008	109,371	(417,534)	20.76%

(1) Interest Earnings are allocated at year-end.

(2) Includes utility billings thru April 2020.

(3) This includes the recycling services thru March 2020.

Further information about projects and financing are located in the 2020-2029 CIP and 2020-2021 Budget.

City of Golden Valley
Monthly Budget Report - Water and Sewer Utility Enterprise Fund
April 2020 (unaudited)

	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Current
Revenue					
Water Charges	5,202,500	378,143	1,068,529	(4,133,971)	20.54%
Emergency Water Supply	183,080	14,865	43,740	(139,340)	23.89%
Sewer Charges	4,530,000	366,540	1,115,907	(3,414,093)	24.63%
Meter Sales	20,000	1,224	2,990	(17,010)	14.95%
Penalties	130,000	19,407	34,943	(95,057)	26.88%
Charges for Other Services	100,000	0	0	(100,000)	0.00%
State Water Testing Fee Pass Through	46,000	6,380	24,035	(21,965)	52.25%
Sale of Assets	10,000	0	14,050	4,050	140.50%
Franchise Fees	1,500,000	0	0	(1,500,000)	0.00%
Certificate of Compliance	75,000	(2,590)	11,550	(63,450)	15.40%
Interest Earnings	25,000	0	0	(25,000)	0.00%
Total Revenue	11,821,580	783,969	2,315,744	(9,505,836)	19.59%
Expenses:					
Utility Administration	2,520,385	233,477	398,911	(2,121,474)	15.83% (1)
Sewer Maintenance	3,504,640	276,932	1,376,848	(2,127,792)	39.29%
Water Maintenance	5,101,205	265,331	1,362,005	(3,739,200)	26.70%
Total Expenses	11,126,230	775,740	3,137,764	(7,988,466)	28.20%

(1) Depreciation is allocated at year-end. \$1,120,000 has been delayed.

Further information about projects and financing are located in the 2019-2023 CIP and 2019-2020 Budget.

City of Golden Valley
Monthly Budget Report - Brookview Golf Course Enterprise Fund
April 2020 (unaudited)

	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Current
Revenue					
Green Fees	900,000	33,257	33,257	(866,743)	3.70%
Driving Range Fees	170,000	13,362	13,362	(156,638)	7.86%
Par 3 Fees	155,000	12,198	12,199	(142,801)	7.87%
Lawn Bowling	85,000	0	0	(85,000)	0.00%
Pro Shop Sales	95,000	202	535	(94,465)	0.56%
Pro Shop Rentals	300,000	2,846	10,837	(289,163)	3.61%
Concession Sales	1,515,000	2,711	194,315	(1,320,685)	12.83%
Winter Activities	0	0	3,526	3,526	
Other Revenue	135,000	6,787	35,907	(99,093)	26.60%
Interest Earnings	10,000	0	0	(10,000)	0.00% (1)
Less: Credit Card Charges/Sales Tax		0	0	0	
Total Revenue	3,365,000	71,363	303,938	(3,061,062)	9.03%
Expenses:					
Golf Operations	751,260	50,125	184,033	(567,227)	24.50% (2)
Course Maintenance	1,046,855	48,864	220,871	(825,984)	21.10%
Pro Shop	141,235	5,108	34,261	(106,974)	24.26%
Grill	1,425,000	51,443	283,232	(1,141,768)	19.88%
Driving Range	45,550	800	7,433	(38,117)	16.32%
Par 3 Course	30,260	58	1,052	(29,208)	3.48%
Lawn Bowling	15,475	0	1,997	(13,478)	12.90%
Total Expenses	3,455,635	156,398	732,879	(2,722,756)	21.21%

(1) Interest Earnings are allocated at year-end.

(2) Depreciation is allocated at year-end.

Course opened April 18.

Further information about projects and financing are located in the 2020-2029 CIP and 2020-21 Budget.

Fund Balance should be a minimum of \$1,693,550 (6 months reserve).

City of Golden Valley
 Monthly Budget Report - Motor Vehicle Licensing Enterprise Fund
 April 2020 (unaudited)

	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Current
Revenue					
Interest Earnings	7,500	0	0	(7,500)	0.00% (1)
Charges for Services	512,550	5,878	128,358	(384,192)	25.04%
Total Revenue	<u>520,050</u>	<u>5,878</u>	<u>128,358</u>	<u>(391,692)</u>	24.68%
Expenses:					
Motor Vehicle Licensing	446,080	36,009	151,253	(294,827)	33.91%
Total Expenses	<u>446,080</u>	<u>36,009</u>	<u>151,253</u>	<u>(294,827)</u>	33.91%

(1) Interest Earnings are allocated at year-end.
 Fund Balance at 12/31/2019 was \$903,958.

City of Golden Valley
 Monthly Budget Report - Storm Utility Enterprise Fund
 April 2020 (unaudited)

	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Current	
Revenue						
Interest Earnings	72,250	0	0	(72,250)	0.00%	(1)
Interest Earnings-Other	0	0	0	0		
Henn County Grant-Decola	0	0	0	0		(6)
State DNR Grant	0	0	0	0		(6)
State DEED Grant-Globus	0	0	0	0		(7)
Storm Sewer Charges	2,575,000	220,711	774,128	(1,800,872)	30.06%	
Hennepin County	0	0	0			
Bassett Creek Watershed	670,000	0	0	(670,000)		(5)
Miscellaneous Receipts	182,700	0	0	(182,700)		
Transfer from General Fund (Green Step)	50,000	0	0	(50,000)		
Total Revenue	3,549,950	220,711	774,128	(2,775,822)	21.81%	
Expenses:						
Storm Utility	3,193,715	29,425	263,892	(2,929,823)	8.26%	(2) (3) (7)
Street Cleaning	139,825	26,772	39,086	(100,739)	27.95%	
Environmental Control	479,410	36,626	91,970	(387,440)	19.18%	
Debt Service Payments	182,750	0	151,750	(31,000)	0.00%	(3)
Total Expenses	3,995,700	92,823	546,698	(3,449,002)	13.68%	(4)

(1) Interest Earnings are allocated at year-end.

(2) Depreciation is allocated at year-end and.

(3) Debt service payments and Medicine Lake Rd Improvements will be reimbursed by TIF.

(4) Reserves are being used that were planned.

(5) Bassett Creek Watershed Coomission reimbursed the City for a 2019 projects.

Further information about projects and financing are located in the 2020-2029 CIP and 2020-2021 Budget.

2020 Equipment Replacement Fund (CIP) - Fund 5700

			2020	April	YTD	
			Budget	Total	Actual	Remaining
Revenues:						
		Sale of Assets	35,000	0	21,635	(13,365)
		Truckster/Toolcat Trade-ins	150,000	0	100,000	(50,000)
		General Fund Transfer	1,032,580	0	0	
		VOTF Transfer	15,000	0	10,000	(5,000) (2)
		Miscellaneous Receipts	0	0	1,650	1,650
		Interest Earnings (allocated at year end)	27,727	0	0	(27,727)
		Total Revenues	1,260,307	0	133,285	(94,442)
Expenditures:						
Program #	Project Number	Project Name				
		Equipment Certificates (already issued)	555,150	0	553,650	1,500
5701	V&E-001	Marked Squad Cars (Police)	80,000	77,297	155,847	(75,847) (3)
5702	V&E-002	Computers and Printers (Finance)	95,000	7,293	47,293	47,707 (1)
5703	V&E-034	Crime Prevention Vehicle	30,000	0	0	30,000
5720	V&E-063	Pickup Truck (Street)	40,000	0	0	40,000
5747	V&E-109	Tandem Axle Dump Truck (Street)	270,000	0	0	270,000
5791	V&E-072	Pickup Truck (Engineering)	35,000	0	0	35,000
5768	V&E-107	Utility Truckster (Park)	55,000	0	0	55,000
5768	V&E-116	Utility Toolcat (Park)	54,500	0	0	54,500
5788	V&E-135	Body Cameras/Dash Cams/Software (Police)	24,070	0	0	24,070
5747	V&E-138	Passenger Vehicle (Fire)	40,000	0	0	40,000
5768	V&E-140	Utility Tractor	55,000	0	0	55,000
5741	V&E-133	Dump Truck (Park)	80,000	0	0	80,000
5754	V&E-116	Skid Steer Loader (Street)	55,000	0	0	55,000
5715	V&E-141	Dump Truck (Street)	80,000	0	0	80,000
	V&E-147	Police Commander Vehicle	50,000	0	0	50,000
5754	V&E-148	Command Vehicle (Police)	150,000	0	0	150,000
	V&E-197	Trailer Mounted Impact Attenuator	15,000	0	0	15,000
	V&E-198	Drone (Police)	15,000	0	0	15,000 (2)
		Total Expenditures	1,778,720	84,590	756,790	1,021,930

(1) Computers are replaced every 4-5 years and purchased throughout the year based on available time.

(2) In 2020, monies were transferred for a purchase of a drone from the VOTF Fund.

(3) Includes the 2019 (2) vehicles that did not arrive until 2020.

City of Golden Valley
Monthly Budget Report - Brookview Center Special Revenue Fund
April 2020 (unaudited)

	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Current
Revenue					
Brookview CC Rentals	211,000	1,095	43,007	(167,993)	20.38%
Backyard Play Area	239,325	(200)	59,790	(179,535)	24.98%
Miscellaneous Revenues	0	0	0	0	
Interest on Investments	0	0	0	0	(1)
Total Revenue	450,325	895	102,797	(347,528)	22.83%
Expenses:					
General Area Rooms	358,000	18,250	93,170	(264,830)	26.03% (2)
Indoor Play Area	61,130	2,982	23,398	(37,732)	38.28%
Total Expenses	419,130	21,232	116,568	(302,562)	27.81%

(1) Interest Earnings are allocated at year-end.

(2) Staff Time/Supplies for Brookview Rental

City of Golden Valley
 Monthly Budget Report - Human Services Commission
 April, 2020 (unaudited)

	2020 Budget	April Actual	YTD Actual	Over (Under) Budget	% Current	
Revenue						
Pull Tab (10%) Revenues	30,000	33	6,870	(23,130)	22.90%	(3)
Fundraisers	30,000	1,270	10,253	(19,747)	34.18%	(4)
Interest on Investments	700	0	0	(700)	0.00%	(1)
Total Revenue	60,700	1,303	17,123	(43,577)	28.21%	
Expenses:						
Supplies	17,100	0	500	(16,600)	2.92%	(4)
Allocations	78,500	46,500	125,000	46,500	159.24%	(2)
Total Expenses	95,600	46,500	125,500	29,900	131.28%	

(1) Interest Earnings are allocated at year-end.

(2) Allocations in 2020 are \$78,500 plus an additional \$46,500.

(3) Pull Tab revenues are thru March.

(4) Solicitation Letters -\$875

(4) Run/Walk \$8733 (net) \$645 exp +9378 rev

(4) Golf Tourney/Lawn Bowling -September-\$.....(net)

Fund Balance at 12/31/19 was \$212,939.03.

2020 Building Improvement Fund (CIP) - Fund 5200

		2020	April	YTD	
		Budget	Total	Actual	Remaining
Revenues:					
	Transfer from General Fund	535,000	0	400,000	(135,000) (1)
	Interest Earnings (allocated at year end)	7,754	0	0	(7,754)
	Total Revenues	542,754	0	400,000	(142,754)
Expenditures:					
	<u>Project Name</u>				
5215	Installation of Building Security Systems	30,000	467	2,993	27,007
5208	Council Chambers Remodeling	350,000	0	854	349,146
	Comprehensive Building Analysis	70,000	0	0	70,000
	10th Avenue Storage Yard	50,000	49,897	49,897	103
	Brookview Shelter Sewer Service Repair	50,000	0	0	50,000
	Park Shelter Building Improvements	50,000	0	0	50,000
	Furnaces-Various Buildingd	50,000	0	0	50,000
	Car Charging Station	15,000	0	0	15,000
5202	Public Buildings Roof Replacement	150,000	1,132	1,132	148,868
	Total Expenditures	815,000	51,496	54,876	760,124

(1) Transfer will be made in June.

2020 Park Improvement Fund (CIP) - Fund 5600

	2020 Budget	April Total	YTD Actual	Remaining	
Revenues:					
Transfer from General Fund	350,000	0	0	(350,000)	
Park Dedication Fee	0	0	0	0	
Hennepin County Youth Sports Grant	0	0	0	0	(1)
Little League/Youth Associations/Play Eq Grants	0	0	0	0	(1), (2)
Other Donations	0	0	0	0	
Interest Earnings (allocated at year end)	2,832	0	0	(2,832)	
Total Revenues	352,832	0	0	(352,832)	
Expenditures:					
	<u>Project Name</u>				
5620	Park Signage Replacement	3,000	0	0	3,000 (4)
5621	Tennis & Pickle Ball Court Resurfacing	15,000	0	0	15,000
	Dugout, Fence & Field Replacement	0	7,500	27,500	(3)
	Community Gardens	30,000	0	0	30,000
	Off-Leash Pet Exercise Area	60,000	0		60,000
5608	Park LED Light Replacements	110,000	0	77,364	32,636
5622	Scoreboard Update/Replacement	20,000	12,134	20,065	(65) (4)
	Total Expenditures	238,000	19,634	124,929	140,571

(1) Hennepin County Youth Grant \$96,000; GV Girls Softball \$10,000

(2) GV Girls Little League \$6,000

(3) Carry over from 2019

(4) Items removed for COVID-19

Further information about projects and financing are located in the 2020-2029.



EXECUTIVE SUMMARY

City Administration

763-593-8006 / 763-593-8109 (fax)

**Golden Valley City Council Meeting
May 19, 2020**

Agenda Item

3. I. Board/Commission Appointments

Prepared By

Tomás Romano, Assistant to the City Manager's Office

Summary

As Board and Commissions have vacancies, the City Council conducts interviews with individuals who have applied to serve on them. Listed below is a candidate who is interested in serving on Golden Valley Boards/Commissions.

Financial Or Budget Considerations

Not applicable

Recommended Action

Motion to appoint the following Boards/Commission candidates:

Esther Black (Youth) | _____ Commission | Term expires April 30, 2021



EXECUTIVE SUMMARY

Physical Development

763-593-8030 / 763-593-8109 (fax)

Golden Valley City Council Meeting

May 19, 2020

Agenda Item

6. A. First Consideration Modifying the Responsibilities of the Environmental Commission

Prepared By

Eric Eckman, Environmental Resources Supervisor

Summary

The Environmental Commission recently reviewed its by-laws and is recommending expanding the scope of its responsibilities to more fully reflect its evolving role in supporting the achievement of the City's environmental goals. However, before the by-laws can be amended, the ordinance from which they are drawn must be updated. The Commission recommends its responsibilities include adding advisement to the Council on matters affecting not only the environment but human health. Additionally, the Commission recommends adding language that it develops and make recommendations regarding waste reduction, recycling, and organics/composting, and review and make recommendations on the City's resilience and sustainability policies and actions to address climate variations.

Financial or Budget Considerations

None

Recommended Action

Motion to adopt first consideration Ordinance 681 deleting in its entirety City Code Chapter 2 Administration, Article V. Boards and Commissions, Section 2-131 Environmental Commission and replacing with a new Section 2-131.

Supporting Documents

- City Code Section 2-131 with underline/overstrike (1 page)
- Ordinance 681 Deleting in its entirety Chapter 2 Administration, Article V. Boards and Commissions Sections 2-131: Environmental Commission and Replacing with a New Section 2-131: Environmental Commission (2 pages)

Sec. 2-131. - Environmental Commission.

- (a) *Establishment and Composition.* An Environmental Commission is hereby established, composed of eight members, seven who shall serve three-year staggered terms and one youth, who shall serve a one-year term.
- (b) *Duties and Responsibilities.* It is the duty of the Environmental Commission to advise and make recommendations to the Council in matters relating to and affecting the environment and human health. Specifically, it shall:
- (1) Develop and make recommendations to educate the public on environmental regulations, policies, practices and tools
 - (2) Develop and make recommendations as an advisory review body for amendments to or revisions of the City's Surface Water Management Plan and provide advice as requested by the Council on other City programs and initiatives
 - (3) Review and make recommendations regarding the City's existing environmental ordinances, policies and guidelines
 - (4) Develop and make recommendations on management practices for the City's nature areas, public and private ponding areas, and other such City-owned properties as directed by the Council
 - (5) Develop and make recommendations regarding waste reduction, recycling, and organics/composting
 - ~~(5)~~ (6) Review and make recommendations on the City's resilience and sustainability policies and actions to address climate variations
 - ~~(6)~~ (7) Identify and advise the Council on activities initiated by other public and quasi-public agencies regarding environmental issues and participate as directed by the Council; and
 - (8) Advise and recommend such other functions or procedures as may be assigned to them by the City Code or the Council.

(Code 1988, § 2.56; Ord. No. 333, 2nd Series, 9-30-2005; Ord. No. 619, 2nd Series, § 5, 3-21-2017)

ORDINANCE NO. 681
AN ORDINANCE AMENDING THE CITY CODE
Deleting Chapter 2 Administration, Article V. Boards and Commissions,
Section 2-131: Environmental Commission and Replacing with a new Section 2-131:
Environmental Commission

The City Council for the City of Golden Valley hereby ordains as follows:

Section 1. City Code Chapter 2 Administration, Article V. Boards and Commissions, Section 2-131 Environmental Commission is hereby deleted in its entirety and replaced with the following:

Sec. 2-131. – Environmental Commission

- (a) *Establishment and Composition.* An Environmental Commission is hereby established, composed of eight members, seven who shall serve three-year staggered terms and one youth, who shall serve a one-year term.
- (b) *Duties and Responsibilities.* It is the duty of the Environmental Commission to advise and make recommendations to the Council in matters relating to and affecting the environment and human health. Specifically, it shall:
- (1) Develop and make recommendations to educate the public on environmental regulations, policies, practices and tools
 - (2) Develop and make recommendations as an advisory review body for amendments to or revisions of the City's Surface Water Management Plan and provide advice as requested by the Council on other City programs and initiatives
 - (3) Review and make recommendations regarding the City's existing environmental ordinances, policies and guidelines
 - (4) Develop and make recommendations on management practices for the City's nature areas, public and private ponding areas, and other such City-owned properties as directed by the Council
 - (5) Develop and make recommendations regarding waste reduction, recycling, and organics/composting
 - (6) Review and make recommendations on the City's resilience and sustainability policies and actions to address climate variations
 - (7) Identify and advise the Council on activities initiated by other public and quasi-public agencies regarding environmental issues and participate as directed by the Council; and
 - (8) Advise and recommend such other functions or procedures as may be assigned to them by the City Code or the Council.

Section 2. City Code Chapter 1 entitled "General Provisions" and Sec. 1-8 entitled "General Penalty; Continuing Violations" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall take effect from and after its passage and publication as required by law.

Adopted by the City Council this 19th day of May, 2020.

/s/Shepard M. Harris
Shepard M. Harris, Mayor

ATTEST:

/s/ Kristine A. Luedke
Kristine A. Luedke, City Clerk



EXECUTIVE SUMMARY

City Administration

763-593-8006 / 763-593-8109 (fax)

Golden Valley City Council Meeting

May 19, 2020

Agenda Item

6. B. COVID-19 Pandemic Emergency Administrative Actions

Prepared By

Tim Cruikshank, City Manager

Maria Cisneros, City Attorney

Summary

The City Manager and City Attorney recommend that the City Council ratify the attached eight Emergency Administrative Actions that staff has taken since May 5, 2020 in response to the COVID-19 pandemic. The new actions include:

- Emergency Administrative Action 20-38 Modifying Brookview Golf Reservation Policy
- Emergency Administrative Action 20-39 Releasing Financial Security to Liberty Crossing Investment Partners, LLC
- Emergency Administrative Action 20-40 Authorizing Volunteer Activities
- Emergency Administrative Action 20-41 Adopting Updated Temporary Worksite Safety Policies
- Emergency Administrative Action 20-42 Extending Authorization For Parks & Recreation To Issue Refunds and Allowing Limited Recreational Activities to Resume Pursuant to Minnesota Executive Order 20-56
- Emergency Administrative Action 20-43 Adopting Updated Temporary Employment Policies

The City Manager and City Attorney recommend the Council ratify these Emergency Administrative Actions.

Financial or Budget Considerations

Not Applicable

Recommended Action

Motion to ratify Emergency Administrative Actions 20-38 through 20-43.

Supporting Documents

- Emergency Administrative Actions 20-31 through 20-43 (41 pages)

**EMERGENCY ADMINISTRATIVE ACTION 20-38
MODIFYING POLICY FOR GOLF RESERVATIONS**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley will accept reservations for recurring tee times provided all of the following requirements are met:

- The reservation must be for 16 golfers or more.
- The reservation must occur at the same time and on the same day of the week for a minimum of 12 weeks and a maximum of 16 weeks.
- All golfers participating in recurring tee times must tee off in 10-minute intervals and in groups of 4 or less.
- All golfers must follow all City of Golden Valley and State of Minnesota COVID-19 requirements, rules, laws, policies, and procedures.

This action will continue indefinitely until repealed or modified by subsequent City Manager or Council action.



Date: May 7, 2020

Timothy J. Cruikshank, City Manager

**EMERGENCY ADMINISTRATIVE ACTION 20-39
RELEASING FINANCIAL SECURITY TO
LIBERTY CROSSING INVESTMENT PARTNERS, LLC**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley will release the following security deposits (the “Deposits”) to Liberty Crossing Investment Partners, LLC (“Developer”):

Financial Security for Public Improvements	\$89,812.50 plus interest
Financial Security for Landscaping	\$34, 237.50 plus interest

The City collected the Deposits to secure installation of certain public improvements and landscaping (the “Improvements”) pursuant to City Code, sections 111-9(b) and 107-4(f) and a development agreement between Developer and the City. The Deposits are scheduled to be released upon the expiration of a one-year warranty period in August, 2020. In response to the COVID-19 pandemic, Developer asked the City to release the Deposits early so that Developer could apply the funds toward its property tax payments. The City Manager finds that this request is reasonable in light of the financial difficulties caused by the COVID-19 pandemic. City staff shall inspect the Improvements and shall release the funds when the Improvements are found to be in satisfactory condition.



Date: May 7, 2020

Timothy J. Cruikshank, City Manager

**EMERGENCY ADMINISTRATIVE ACTION 20-40
AUTHORIZING VOLUNTEER ACTIVITIES**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley authorizes volunteers to perform volunteer activities for the City or on City property provided the following requirements are met:

- For City-sponsored volunteer programs, City staff shall train volunteers on the City's COVID-19 preparedness plans and requirements before volunteer activities begin and volunteers shall follow City guidelines at all times while on City property.
- For volunteer programs not-sponsored by the City, the sponsoring persons or organization may only conduct activities for the City or on City property after submitting (1) a certification that the organization has adopted a COVID-19 preparedness plan that meets the requirements of the United States government and the State of Minnesota; and (2) a copy of its COVID-19 preparedness plan to the City for review.

This action will continue indefinitely unless repealed by subsequent City Manager or Council action.



Date: May 7, 2020

Timothy J. Cruikshank, City Manager

Certificate of Compliance

I hereby certify that the COVID-19 preparedness plan for the organization listed below (the "Organization") meets all applicable requirements of the United States government and the State of Minnesota, and that all volunteers and staff of the Organization who will perform work for the City of Golden Valley or on City of Golden Valley property have received a copy of the plan and appropriate training.

I also certify that I am an official representative for the Organization and authorized to sign on its behalf.

Organization Name

Authorized Representative Name and Title (please print)

Signature

Date



7800 Golden Valley Road
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-41
UPDATING TEMPORARY WORKSITE SAFETY POLICIES**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley adopts the updated City of Golden Valley Temporary Worksite Safety Policies effective May 15, 2020.

These Temporary Worksite Policies shall remain in effect indefinitely unless modified by subsequent City Manager or Council action.

A handwritten signature in black ink, consisting of several vertical strokes and a horizontal line at the end, positioned above a horizontal line.

Date: May 15, 2020

Timothy J. Cruikshank, City Manager

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Introduction and Purpose

The City of Golden Valley values the health and safety of its employees and community members. In response to the COVID-19 pandemic, the City Manager enacts these Temporary Worksite Safety Policies. These policies shall remain in place until repealed by action of the City Manager. Where there is a conflict between any Temporary Worksite Safety Policy and a department specific policy (approved by human resources), the department specific policy shall control. Employees must continue to follow the [City's Temporary Employment Policies](#).

Current Temporary Worksite Safety Policies:

Temporary Decontamination Policy	2
Temporary Vehicle and Equipment Use Policy.....	4
Temporary Facial Covering (Masks) Policy	5
Temporary Field Inspections Policy	7
Temporary Public Works On-Site Work Policy	8
Temporary City Park and Open Space Monitoring Policy.....	9
Temporary Golf Course Maintenance Policy	11
Temporary Golf Course Operations Policy	12
Temporary Restaurant Operations Policy.....	14
Temporary Motor Vehicle License Operations Policy	16

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Decontamination Policy

Effective 04/17/2020

Introduction

During a health emergency, some City facilities may be closed. In these situations, staff shall, to the extent possible, work remotely. Periodically employees may need to enter closed City facilities to perform critical services. In addition to the requirements of this Decontamination Policy, the City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below.

Purpose

The purpose of this Decontamination Policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

All employees entering closed City facilities, operating City equipment, or handling City property during a closure shall follow this Decontamination Policy.

Supplies

The City will provide the necessary equipment and supplies needed to carry out this Decontamination Policy. The supplies inventory will be maintained by Public Safety Staff and employees should immediately notify the on-duty employee at the Public Safety front desk (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near the main entrances in each building:

- Spray bottles (3% bleach to water solution)
- Paper towels
- Hand Sanitizer
- Gloves

Cleaning and Disinfecting Procedures

Facilities

1. Employees shall obtain the necessary supplies upon entering the building.
2. Employees shall use the supplies to decontaminate/wipe down the following:
 - any door handles encountered on the way to their work areas,
 - the employee's personal workspace, and
 - common places including, door knobs, plumbing fixtures, counter tops, desks, computers, etc.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



4. Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
 - Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
5. Employees shall also wash their hands upon entry and exit from the building and after using the restroom.
 - Employees are also encouraged to wash their hands regularly while performing their tasks in the City facilities.
6. Employees shall follow the same procedures in reverse when exiting the building.

Vehicles and Equipment

1. Employees shall decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Vehicle and Equipment Use Policy

Effective 04/17/2020

The purpose of this temporary policy is to reduce the risk of exposure to COVID-19 while employees complete critical services that require the use of City vehicles and equipment.

1. Only one employee is permitted to occupy a City vehicle at one time, and shall operate the vehicle or equipment that the employee is assigned, with the following exceptions:
 - a. Public Safety personnel
 - b. During a vehicle maintenance repair transport: one person shall occupy the driver's seat and one shall occupy the back seat
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the City's [Temporary Decontamination Policy](#) for all vehicles and equipment.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Facial Covering (Masks) Policy

Effective 04/17/2020

Introduction and Purpose

To prevent the spread of COVID-19 the Centers for Disease Control and Prevention (CDC) regularly updates its guidance. COVID-19 can spread between people who are interacting in proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. As such, the CDC recommends wearing a cloth face covering in public settings, particularly where other social distancing measures are difficult to maintain. It is the CDC's position that a facial covering protects other people around the wearer, but does not protect the wearer. This policy allows employees to wear a cloth mask or similar face covering ("Mask") in the workplace during the COVID-19 health crisis until face coverings are no longer recommended by the CDC. Employees may refer to the short [video guide](#) for proper mask use.

Required Facial Covering

Employees shall wear a Mask while performing on-site job responsibilities where the employee is working in proximity to another individual and social distancing measures are difficult to maintain. This includes but is not limited to performing on-site field inspections, police patrol functions, fire response, public works utility inspections, public works road repairs, vehicle maintenance repair work, golf course maintenance duties, golf course operations, and City park and open space monitoring duties. The City shall provide a cloth face Mask to employees who are required to wear them under this policy. Employees should contact their supervisor to request a Mask prior to performing responsibilities at a jobsite.

Per CDC guidelines, employees who are not performing the functions of a healthcare worker or medical first responder shall not be issued surgical masks or N-95 respirators.

Laundering Masks

Masks shall be washed and dried daily following [CDC recommendations](#). Employees shall follow the instructions below and adhere to any additional department-specific instructions.

Golf Operations and Golf Maintenance

After each use, Golf Operations and Golf Maintenance employees shall place Masks in the washing machine at the golf driving range.

Physical Development

After each use, Engineering and Inspections employees shall place Masks in the Street department washing machine.

Public Works

After each use, Utilities Maintenance employees shall place Masks in the Utility Maintenance washing machine. Street, Park, and Vehicle Maintenance employees shall place Masks in the Street department washing machine.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Voluntary Facial Covering

Employees who are not required, but prefer to wear a cloth face Mask, may do so as long as the employee is still able to perform the essential functions of their job.

The City will prioritize distribution of Masks based on requirements of positions. Employees who voluntarily choose to wear a Mask may not receive a City-issued Mask.

Homemade Facial Covering

Employees other than healthcare workers or medical first responders may bring their own Masks. Employees who bring their own Masks are encouraged to consult and follow CDC Guidelines (Appendix A) and CDC Face Covering Do's and Don'ts (Appendix B). Employees may not use materials that violate the City's Respectful Workplace policy, including materials that contain offensive pictures or language. Additionally, employees who voluntarily use Masks are encouraged to consult and follow the [CDC guidelines on laundering masks](#) and clothing items.

Personal Protective Equipment (PPE)

Employees shall continue to follow all current department policies on the use of Masks and Personal Protective Equipment (PPE). This includes, but is not limited to Police, Fire, Public Works, and Golf Maintenance.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Field Inspections Policy

Effective 04/17/2020 – Revised 05/15/2020

The purpose of this Temporary Field Inspections Policy is to ensure the safety and health of City employees while they perform essential field inspections during the COVID-19 health pandemic. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Under this policy, employees shall follow the procedures outlined below.

1. Employees shall take precautions by using PPE (including masks and gloves) and by following the City's [Temporary Decontamination Policy](#) and the [Temporary Facial Covering Policy](#).
2. To the greatest extent possible on-site field inspections shall be completed through the use of video, live-streamed video (e.g., FaceTime), or review of high-quality pictures submitted by the permit holder.
3. Field inspections shall be conducted only when, in the sole discretion of the City Engineer, Building Official or Deputy Fire Chief, all of the following requirements are met:
 - Pictures, video, or other information are not adequate, practical, or available to adequately evaluate site conditions or determine code compliance;
 - The field inspection takes place outside, such as a new construction site, and the employee does not enter a building, construction trailer, or vehicle with another occupant;
 - The employee follows all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time);
 - The job site or inspection location is unoccupied by others; and
 - The employee does not enter an occupied or inhabited home.
4. Employees shall follow the City's [Temporary Vehicle and Equipment Use Policy](#).

If any of these conditions are not met, the Deputy Fire Chief shall determine if an inspection is required due to a life safety hazard. Additionally, any employee, upon arrival at a job site, may elect not to complete an inspection if they determine the conditions are unsafe, unsanitary, or social distancing protocols have not been or cannot be followed. If an employee determines that an inspection will not take place, the employee shall immediately notify their supervisor and department head.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Public Works On-Site Work Policy

Effective 04/17/2020

The purpose of this Public Works Work-Site Policy is to ensure the safety and health of City employees while they deliver critical services during the COVID-19 health pandemic. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Under this policy, employees shall follow the procedures outlined below.

1. To the extent possible, only one employee shall perform the required tasks to deliver critical services and perform daily rounds.
2. When two or more employees are required to deliver critical services, the department supervisors may stagger the start and end times of each employee. Additionally, employees shall:
 - Perform only assigned tasks, using only assigned equipment;
 - Follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#);
 - Follow the City's [Temporary Vehicle and Equipment Use Policy](#);
 - To the extent possible, remain in their assigned vehicle or equipment;
 - Alternate break times and take breaks individually in separate locations; and
 - Report daily time and resources to their division Crew Lead to track in Cartegraph.
 - Maintenance employees who have been assigned an iPad or tablet may use such device to report time and resources.
3. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).
4. Staff shall complete their individual timesheets remotely.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary City Park and Open Space Monitoring Policy

Effective 04/17/2020

The purpose of this policy is to ensure the health and safety of City employees as they perform critical services and monitor the City's parks and open spaces for public compliance with Executive Order 20-20. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. The City shall schedule employees on a staggered and rotating basis to monitor the City parks and open spaces. Using City vehicles employees will monitor and encourage members of the public to adhere to Emergency Executive Order 20-33 and social distancing recommendations. Employees shall follow the procedures outlined below.

1. Employees shall follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
2. Employees shall follow the City's [Temporary Vehicles and Equipment Use Policy](#).
 - In the event that the employees' assigned vehicle is inoperable, the employee should notify their supervisor and pick out a new vehicle (adhering to decontamination procedures).
3. Public Safety (763-593-8079) shall be notified of the Park Monitoring staff on duty.
4. Employees shall perform rounds on throughout the City, monitoring City parks and open spaces for the following occurrences:
 - Individuals using playground equipment; or
 - Groups of 10 or more individuals engaging in activity that is inconsistent with social distancing practices.
5. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).
6. If an employee encounters any person(s) engaging in the activities listed above, the employee shall:
 - Maintain a distance of a minimum of six feet from any other person;
 - Communicate the following in a courteous and respectful manner:
 - Inform the individual(s) of Emergency Executive Order 20-33, including the guidance on social distancing;
 - Thank everyone for helping to keep the City safe and healthy; and
 - Point individuals to the City Website for City COVID-19 updates.
7. Under no circumstances should an employee initiate or respond to any conflict with any person(s).
 - If any employee feels uncomfortable, or encounters individuals who are hostile, the employee should remain calm, immediately remove themselves from the situation, and if necessary, employees may contact the Golden Valley Police department (763-593-8079).

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



8. Employees shall keep a log of any contact with members of the public and turn the log in to Public Safety at the conclusion of their shift.
9. Employees shall not allow anyone to access to City vehicles or offer a ride.
10. Upon completion of their shift, the employee shall follow closing procedures.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Golf Course Maintenance Policy

Effective 04/17/2020

The purpose of this policy is to ensure the health and safety of City employees performing essential functions for Golf Course Maintenance. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. To the extent possible, only one employee shall perform the required tasks to deliver critical services and perform maintenance duties.
2. When two or more employees are required to deliver critical services, the department supervisors may stagger the start and end times of each employee. Additionally, employees shall:
 - Perform only assigned tasks, using only assigned equipment;
 - Follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#);
 - Follow the City's [Temporary Vehicle and Equipment Use Policy](#);
 - To the extent possible, remain in their assigned vehicle or equipment; and
 - Alternate break times and take breaks individually in separate locations.
3. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Golf Course Operations Policy

Effective 04/17/2020 – Revised 04/22/2020

The purpose of this policy is ensure the health and safety of the City employees performing essential functions operating the City's golf course allowable under Emergency Executive Order 20-38. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. Employees shall follow the [City's Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
 - Employees shall contact their supervisor for procedures of laundering masks.
2. Upon entry to the building employees shall initiate regular operations opening procedures.
3. Employees shall follow the [City's Temporary Vehicles and Equipment Use Policy](#).
 - In the event that the employees' assigned vehicle is inoperable, the employee should notify their supervisor and pick out a new cart (adhering to decontamination procedures).
4. Employees shall perform responsibilities in the following areas:
 - Driving range;
 - Golf shop;
 - Golf course monitoring; and
 - Facilities cleaning
5. Upon completion of their shift, the employee shall follow regular operations closing procedures.

Driving Range & Equipment Responsibilities

Employees shall staff the driving range to monitor for proper usage. Employees shall also wear appropriate protective equipment to collect golf balls and sanitize the balls, ball basket, and the driving range tee-box after each use. Employees should refer to the Decontamination Policy for cleaning procedures.

Employees responsible for driving range duties shall also be responsible for the rental, storage, and decontamination of all rented equipment. The following equipment is available for rent:

- Powered golf carts
- Push carts

Staff shall take the following steps when renting equipment:

- Employees may only accept payment for equipment rental by credit card payments over the phone. Staff shall not accept any in-person credit card or cash payments.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



- All equipment shall be decontaminated before and after each patron use following the City's [Temporary Decontamination Policy](#).
- Before assigning equipment to a patron, staff shall inform the patron that golfers not from the same household may not share equipment, including golf carts.
- Rented equipment shall be collected at the designated drop off zone, which shall be marked with barricades and signage.

Golf Shop Responsibilities

Employees shall staff the desk at the pro shop to receive incoming calls and process reservations. Employees will take credit card payments over the phone. No in-person reservations may be accepted, nor shall staff accept any cash payments.

Golf Course Monitoring Duties

Employees shall be scheduled to operate a golf cart and perform golf course monitoring duties. During these monitoring duties, employees shall continually inspect for the following:

- Proper signage displays and replace any that may be damaged;
- Proper placement of flag sticks;
- Social distancing measures, including black "x's" are preserved; and
- Golfers are starting at the appropriate tee-times.

Additionally, employees shall ensure that individuals are following golf course etiquette and established "golfing during COVID-19" requirements. If an employee encounters an individual or group of individuals using the golf course improperly, the employee shall:

- maintain a distance of a minimum of six feet from any other person; and
- remind individual(s) of the expectations

If any person(s) does not cooperate or respond, the employee shall contact a supervisor and if necessary, contact the Golden Valley Police department (763-593-8079).

Disinfecting Facilities

The employees scheduled to work will be responsible for ensuring that the City public-facing restroom facilities, including portable toilets, are appropriately supplied with handwashing supplies and cleaned regularly.

Employees shall follow the [CDC's Recommendations on Disinfecting Facilities](#). Employees will also ensure that proper signage is displayed and replace signs any that may be damaged.

The Parks & Recreation Director shall arrange for all facilities to be cleaned and disinfected according to the procedures and requirements detailed in the City's Continuity of Operations Plan, CDC Recommendations on Disinfecting Facilities, and any other requirements of the Federal Government or State of Minnesota.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Restaurant Operations Policy

Effective 04/30/2020

The purpose of this policy is ensure the health and safety of the City employees performing essential functions operating the City's restaurant as allowable under Emergency Executive Order 20-04. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. Employees shall follow the [City's Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
 - Employees shall contact their supervisor for procedures of laundering masks.
2. Upon entry to the building employees shall initiate regular operations opening procedures.
3. Employees shall follow the City's Temporary Vehicles and Equipment Use Policy.
4. Employees shall perform responsibilities in the following areas:
 - Kitchen Responsibilities;
 - Front of House Responsibilities; and
 - Facilities cleaning
5. Maintain social distancing of a minimum of six feet at all times practical.
 - If social distancing cannot be maintained, employees must follow the City's [Temporary Facial Coverings \(Masks\) Policy](#).
6. Upon completion of their shift, the employee shall follow regular operations closing procedures.

Kitchen Responsibilities

Employees shall prepare food listed on the limited menu set by the Restaurant and Catering Manager. Employees shall follow normal operating food safety and sanitization regulations. Additionally, all employees must:

- Wear gloves while preparing and packaging food,
- Package and deliver food in "food-safe, one-time use, to-go containers."
- Once prepared, food orders shall be placed on the warming shelf.

Front of House Responsibilities

Employees shall sit near the Three One Six service window to answer phone calls and take to-go food orders. Employees shall take the following steps to accept payments and deliver food orders to customers:

- Employees shall only use the Three One Six service window, and shall only open the window upon guest arrival and stay behind the Plexiglas barrier on the window.
- Employees shall take payment at the window using credit card only. No cash payments will be accepted.
- A credit-card machine shall be located on the outside counter.
- Staff shall not at any time touch a customer's credit card.
- Employees will use the designated "clean bin" to transport the customer's receipt and a pen through the window.
- The customer shall place the signed receipt and used pen in the designated "dirty bin."
- Employees will collect the dirty bin to decontaminate the used pens and file the

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



receipts.

- Employees shall pick up the prepared orders that have been placed on the warming shelf.
- Employee should wear gloves when handling and delivering products to customers.
- Employees may only sell alcoholic beverages to guests if all of the following rules are followed:
 - Only the purchase of wine, beer, cider, or seltzer is authorized; and
 - All alcohol must be unopened; and
 - Alcohol may only be purchased with the purchase of a to-go food item; and
 - Only six cans of beer, cider, or seltzer or one bottle of wine is permitted per guest; and
 - Purchaser has provided valid identification and has legal ability to purchase alcohol.
- Employees must instruct the customer to remove their identification from any case, and show the employee both sides of the ID.
 - The employee should not touch the customer's identification unless the identification is faded, or severely damaged.
 - If an ID requires further inspection, the employee should use gloves to accept the ID, and use sanitizer immediately upon returning the customer's ID.
- Employees should verbally inform guests that all food and beverage orders must be taken off premises.

Facilities and Equipment Cleaning

At the conclusion of each shift the employee is responsible for decontamination and sterilization of proper equipment and the Three One Six Bar + Grill facility.

Kitchen Cleaning

- All cooking equipment, utensils, and containers;
- All cooking and preparation counters;
- Prep station cutting boards, cupboard doors and handles;
- Walk-in cooler doors and handles;
- All sinks, faucets, knobs, and basins.

Front of House Cleaning

- All high-touch materials, including workstations, including desks, counter spaces, POS, phones;
- Cooler doors and handles;
- Indoor and outdoor door handles;
- Outdoor counter, Plexiglas, shelf, and window (on service window area);
- Pens, paper, any other materials used frequently.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Temporary Motor Vehicle License Operations Policy

Effective 05/14/2020

The purpose of this policy is ensure the health and safety of the City employees performing essential functions conducting auto tab renewals and auto dealership transactions allowable under Emergency Executive Order 20-20. Under this policy only two employees may work in the Motor Vehicle License office at once time. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. Employees shall follow the [City's Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
 - Employees shall contact their supervisor for procedures of laundering masks.
2. Employees shall enter and exit only through the back DMV door.
3. Employee shall perform only assigned work responsibilities:
 - Dealership work; or
 - Drop box tab renewal
4. Employees may use the breakroom located within the Motor Vehicle License offices to keep their lunches. Employees shall follow decontamination policies when retrieving their lunches and shall eat at their desks.
 - The City Hall employee breakroom is closed at this time.
 - Employees are encouraged to wash their hands before and after eating.
5. Employees shall use the restrooms located in the hallway in between the MVL Office and Physical Development department.
 - Employees should use bleach spray to wipe down any surfaces that they contact.

Dealership Work

1. The employee processing dealership work shall process all dealership work at their desk.
2. The employee shall use paper towel and bleach spray to lightly decontaminate all of the envelopes before removing their gloves.
3. Employees may remove gloves to perform dealership work at their desk.
4. Employees shall process payments at the counter using only the assigned point of sale terminal and assigned office supplies.
5. Employees shall select license plates and stickers from cabinets while maintaining social distancing measures from all other employees.
6. The employee shall then place dealer work in an envelope and contact the dealer to schedule a pick-up time.
7. Upon arrival, the employee shall wear a mask and gloves and meet the dealer at the back door.

Drop Box Tab Renewal

1. Upon arrival, the employee assigned to tab renewals shall complete decontamination procedures and use gloves retrieve tab renewal requests from the drop box.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



2. The employee shall bring all tab renewal requests to their desk for completion.
3. The employee shall use paper towel and bleach spray to lightly decontaminate all of the envelopes before removing their gloves.
4. Employees may remove gloves to perform tab renewal work at their desk.
5. Employees shall process payments at the counter using only the assigned point of sale terminal and assigned office supplies.
6. Employees shall select license plates and stickers from cabinets while maintaining social distancing measures from all other employees.
7. The employee shall then place tab renewal in an envelope.
8. Once all tab renewals are complete, the employee shall use the stairway to the second floor general services office to stamp all of the envelopes.
 - Employees unable to use the staircase due to a disability or medical condition may request a reasonable accommodation from the City.
 - The employee shall carefully follow decontamination procedures by wiping each doorknob and piece of equipment.
9. At the conclusion of the employees shift, the employee shall follow exit decontamination procedures and use their vehicle to drop off the stamped envelopes at the City of Golden Valley United States Postal Office.

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Appendix A: CDC Guidelines Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

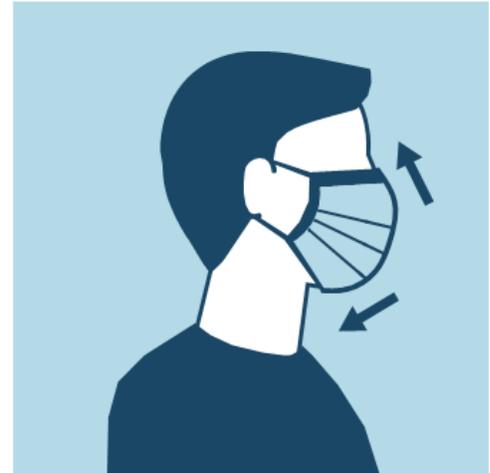
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

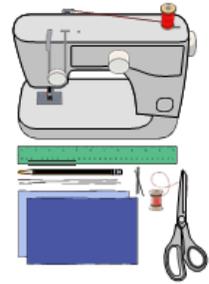
Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Sewn Cloth Face Covering

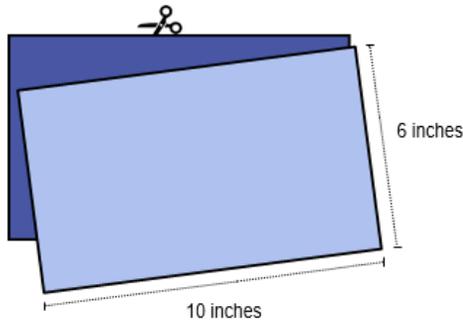
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hairties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

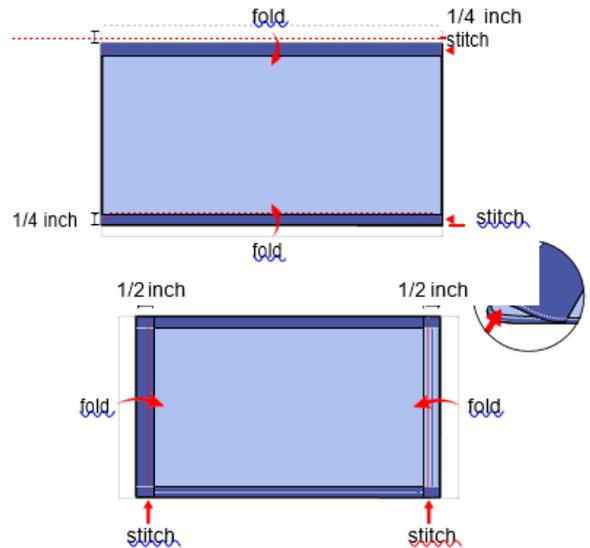


Tutorial

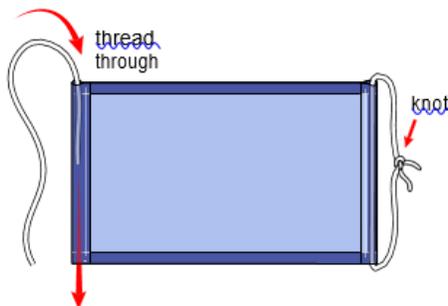
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



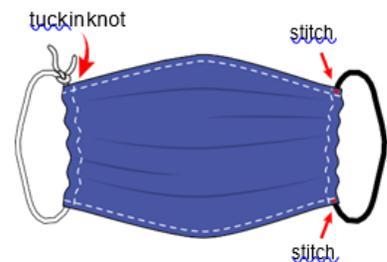
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.



Temporary Worksite Safety Policies in Response to COVID-19 Pandemic

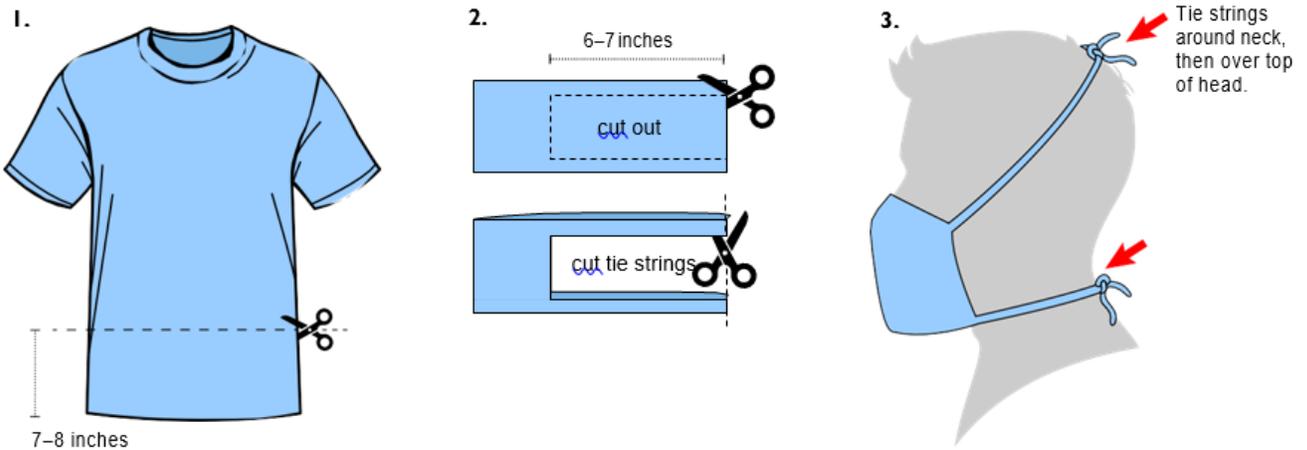


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

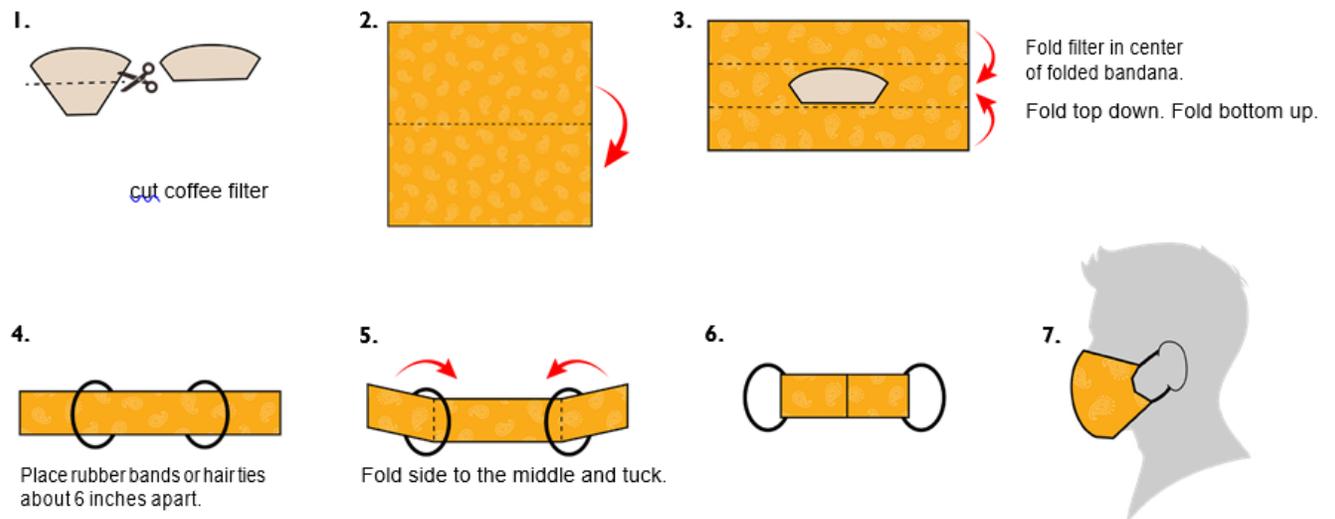


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Appendix B: Face Covering Do's and Don'ts

Face Covering Do's and Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



cdc.gov/coronavirus

**EMERGENCY ADMINISTRATIVE ACTION 20-42
EXTENDING AUTHORIZATION FOR PARKS & RECREATION
TO ISSUE REFUNDS AND ALLOWING RECREATIONAL
ACTIVITIES TO RESUME PURSUANT TO MINN. EXEC. ORDER 20-56**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley hereby:

- Postpones all in-person Parks and Recreation activities, programs, classes, and events through June 12, 2020.
- Cancels youth athletic association events through June 12, 2020 unless earlier allowed by Executive Order of the Governor.
- Cancels all facility rentals, including rentals at the Brookview facility and City picnic shelters, through June 12, 2020.
- Closes all Parks and Recreation facilities, including lawn bowling, the Backyard, and the dining room services at Three-One-Six through June 12, 2020.
- Closes golf retail operations until June 1, 2020.
- Cancels the summer music series (music in the park), city field trips, and summer special events (including but not limited to summer water days, penny carnival, and the ice cream social) for the remainder of the summer.
- Allows small one-on-one or one-on-two person guided and instructional activities for golf and tennis, but only if the provider of the activities (1) executes a certification that the organization has adopted a COVID-19 preparedness plan that meets the requirements of the United States government and the State of Minnesota, including all social distancing requirements; and (2) submits a copy of its COVID-19 preparedness plan to the City for review.

Further, the City will issue full refunds for the following services:

- All Parks and Recreation activities, programs, classes and events that have been cancelled or postponed by the City; and
- All private events at City facilities through December 31, 2020.

This action shall be effective at 12:00 am on May 18, 2020 and will continue indefinitely until repealed or modified by subsequent City Manager or Council action.

Date: May 15, 2020



Timothy J. Cruikshank, City Manager

Certificate of Compliance

I hereby certify that the COVID-19 preparedness plan for the organization listed below (the "Organization") meets all applicable requirements of the United States government and the State of Minnesota, and that all volunteers and staff of the Organization who will perform work for the City of Golden Valley or on City of Golden Valley property have received a copy of the plan and appropriate training.

I also certify that I am an official representative for the Organization and authorized to sign on its behalf.

Organization Name

Authorized Representative Name and Title (please print)

Signature

Date



7800 Golden Valley Road
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-43
UPDATING TEMPORARY EMPLOYMENT
POLICIES IN RESPONSE TO COVID-19**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley adopts the attached updated City of Golden Valley Temporary Employment Policies in Response to COVID-19, effective May 15, 2020.

These Temporary Employment Policies shall remain in effect indefinitely unless modified by subsequent City Manager or Council action.

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank", is written over a horizontal line.

Date: May 15, 2020

Timothy J. Cruikshank, City Manager

Temporary Employment Policies in Response to COVID-19 Pandemic



The City of Golden Valley values the health and safety of its employees and community members. In response to the COVID-19 pandemic, the City Manager enacts the following temporary employment policies:

Employee Travel Policy	2
Employee or Household Illness Policy	4
COVID-19 Exposure Policy.....	5
Flexible Work Arrangements Policy.....	6
Temporary Employee Recall Policy.....	9
PTO and Vacation Maximum Accrual	10
Supervisor Responsibilities	11

Temporary Employment Policies in Response to COVID-19 Pandemic



Employee Travel Policy

Effective 3/12/2020 – Revised 3/19/2020—Revised 5/15/2020

Employee Travel Generally

- Except as provided in the Travel Waiver Policy below, all employee business-related travel is prohibited. Employees should contact their supervisor if they have questions about traveling for business purposes. Employees may travel locally to perform the essential responsibilities of their jobs provided they obtain supervisor approval and follow all City policies, including but not limited to applicable social distancing and facial coverings (mask) policies.
- Non-critical internal meetings shall be cancelled, or hosted virtually.
- Employees who are planning to travel for personal reasons, or have recently returned from a trip, should notify their supervisor immediately. Employees are encouraged to follow [CDC Guidelines and Recommendations](#).
 - Employees returning from vacation may be asked to self-quarantine for a period of up to 14 days without symptoms. Employees may continue to work remotely if they are able.
 - If at any time an employee develops symptoms, they should contact their supervisor as soon as practicable.

Travel Waiver Policy

The City of Golden Valley hereby implements the following Temporary Travel Waiver Approval Process.

Temporary Travel Waiver Approval Process

- To authorize travel during the COVID-19 pandemic, supervisors must first consult with their department head to determine if the travel is necessary.
- If the travel is necessary, the Department Head must email a completed Temporary Travel Waiver Request to Kirsten Santelices in Human Resources. The Human Resources Director and City Manager will review the business case for the request, and either approve or deny the request in a timely fashion. Departments may authorize employee travel after the City Manager and Human Resources director have issued a pre-approval.

Temporary Travel Waiver Criteria

- The request must comply with all requirements of any Minnesota Executive Orders and other applicable laws, rules, and polices in effect at the time of the request.
- The request may only be granted when all of the following criteria are met:

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- The travel is required to perform the employee's job or is required to obtain or maintain a professional license or certification that is required for the employee to perform their job;
- There is no alternative that does not require travel; and
- The City has the ability to fund the travel.
- If the travel is approved, the employee shall follow all applicable City Policies for the duration of the trip.

This action modifies in part Emergency Executive Action 20-08. This action shall remain in effect indefinitely unless modified by subsequent City Manager or Council action.

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Employee or Household Illness Policy

Effective 3/13/2020 – Revised 3/19/2020

- Employees who appear to have respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or who become sick during the day will be sent home immediately.
- If an employee or a person in the employee's household or under the care of an employee is sick, the employee should stay home until the employee's household is symptom free for at least 24 hours. Employees must also be fever-free without the use of fever-reducing medicine for at least 24 hours before returning to work.
 - Symptoms may include: persistent cough, runny nose, or sore throat, fever (100.4° oral), shortness of breath, or vomiting or diarrhea within the last 24 hours as a result of illness or unidentified cause.
- If an employee needs to stay home sick, they should notify their supervisor as soon as practically possible.

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COVID-19 Exposure Policy

Effective 3/13/2020 – Revised 3/15/2020 – Revised 3/19/2020

- If an employee or someone an employee has come in contact with tests positive for COVID-19, the employee should notify their supervisor or human resources immediately.
 - Per CDC guidelines, employees who have been exposed to someone with a confirmed or suspected case of COVID-19 should remain home for a minimum of 14 days without symptoms, or until such time that the suspected case of exposure is confirmed negative.
 - If at any time an employee develops symptoms they should contact their supervisor immediately.
- If the City learns of a possible exposure to COVID-19 at work, all affected employees will be notified.
 - The City will protect the privacy of employees, in accordance with the Americans with Disabilities Act.
- If an employee contracts COVID-19 as a result of their responsibilities in the workplace, Worker's Compensation benefits may apply. Please contact human resources.
- [Per CDC guidelines](#), if an employee tests positive for COVID-19, the employee may return to work only after the following have occurred:
 - Employee has had no fever (without the use of fever-reducing medicine) for at least 72 hours;
 - Employee's other symptoms have improved and
 - At least 7 days have passed since the first appearance of the employee's symptoms.

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Flexible Work Arrangements Policy

Effective 3/15/2020 – Revised 4/3/2020 – Revised 4/10/2020 – Revised 04/17/2020

Revised 4/30/2020

All employees will continue to be paid at their normal rate of pay.

- Employees who are able to work remotely, should do so until further notice.
 - Employees who work remotely should continue to work their normal hours unless they have made other arrangements with their supervisor.
 - Employees who are unsure whether or not they can work remotely, should contact their supervisor.
 - Employees who need to make arrangements to work remotely should work with their supervisor to make the required preparations. If employees need to visit the office, the employee and supervisor should work together to arrange a specific time for the employee to come to the office. Staff should make every effort to minimize the number of people in the building.
 - All staff visiting City buildings shall follow the Temporary Decontamination Policy ([Temporary Worksite Safety Policies](#)).
 - Employees deemed critical who are able to work on-site shall follow the City's [Temporary Worksite Safety Policies](#) and department-specific policies related to worksite safety and use of personal protective equipment (PPE).
- Employees who cannot work remotely should be available to work during their regular hours, but should not report to work unless instructed to do so by their supervisor. All employees will continue to be paid at their normal rate of pay, unless otherwise noted below.
- Employees may be called in to work as situations change/evolve.
 - This means that all employees should be reachable and available to work during their regular work hours. If an employee has a pre-approved vacation the employee must use PTO/Vacation for that time, unless the vacation is cancelled. Employees should notify their supervisor if they intend to cancel their vacation.
 - Additionally, if an employee is unable work because they are sick or are caring for a family member who is sick, unrelated to COVID-19, the employee shall use PTO/sick leave until they are able to return to work. In this case, other leave benefits may apply, please contact human resources with questions. If the employee is unable to work based on a situation related to COVID-19, the employee should refer to the [COVID-19 Temporary Federal Leave Policies](#) and contact human resources.

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- The City may provide additional or alternative non-ADA accommodations to support its employees as they work during the COVID-19 pandemic. Employees requesting such accommodations should refer to the [COVID-19 Non-ADA Accommodation Procedures & Request Form](#).
- All non-regular employees (including interns and Brookview staff) will be paid for all of the hours for which they have been scheduled.
- Beginning April 2, 2020 the following policy amendments shall take effect:
 - Except as noted below, non-regular employees who are no longer scheduled to work due to facility closures shall continue to be paid bi-weekly at their regular rate of pay. The number of hours for which the employee will be paid each pay period shall be based upon the average number of hours the employee worked over the previous six pay periods (from 12/23/2019-3/15/2020). Three One Six Restaurant employees shall be paid for the average number of hours worked over the same six pay periods, excluding the week of February 3 – February 9 (during which time the facility was closed for operational repairs).
 - For the purposes of this policy, non-regular employees include individuals in the following positions:
 - Server
 - Bartender
 - Cook
 - Dishwasher/Bar-Back
 - Restaurant and Banquet Staff Coordinator
 - Golf Staff Coordinator
 - Lead Pro-Shop Cashier/Pro-Shop Cashier
 - Guest Services Lead
 - Community Center Attendant
 - Indoor Playground Attendant
 - Sports Instructor
 - Assistant Senior Program Coordinator
 - Building and Grounds Maintenance Worker
 - Temporary employees whose positions have an established end date based on normal operating procedures shall end their employment on the normally scheduled date and shall not be entitled to pay after that date. These positions include: Warming House Attendants, Sports/Athletic Instructors, and Accounting Intern.
- Beginning April 17, 2020, 5 pm, the City has implemented temporary layoffs of employees in the positions listed above.

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- Emergency Management/Public Safety personnel shall follow directives of their department leadership.

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Temporary Employee Recall Policy

Effective 4/21/2020

As the City resumes normal business operations, the City may, recall employees who have been temporarily laid off. Departments wishing to recall laid off employees shall follow the requirements of the Hiring Suspension Waiver Approval Process, as modified from time to time. See Emergency Administrative Action 20-31.

The City shall determine which employees to recall according to the following factors:

- The needs of the City, including the needs to fulfill project requirements, deadlines, etc;
- The employee's transferable skills (if the role has changed);
- How the employee performed in their old role; and
- How long the employee has worked at the organization (tenure).

An official notice of recall shall be sent to each recalled employee by email. The employee must respond to the recall notice within three days following receipt of the notice or its attempted delivery, or it will be assumed that the employee is refusing the recall.

If an employee has been laid off for a period of three months or more, the employee may be required to complete pre-employment conditions prior to returning to work.

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PTO and Vacation Maximum Accrual

Effective 4/8/2020

Under the City's existing leave policies employees accrue vacation hours or paid time-off (PTO) hours each pay period. The hours are accrued according to an accrual schedule, which is based on an employee's years of service. Each accrual schedule has a maximum number of accrual hours. The City's current vacation and PTO accrual schedules can be found [here](#). Under existing policies, an employee no longer accrues vacation or PTO hours once they have reached the maximum number of accrual hours within their schedule.

Temporary Policy and Conditions

Under this temporary policy, employees are eligible to accrue vacation and PTO hours beyond their existing maximum accrual, provided all of the following conditions are met:

- The employee is a full-time regular or part-time regular benefit earning employee;
- The employee is within 40 hours of, or has already exceeded, their existing maximum accrual balance at any time between April 8, 2020 and December 31, 2020;
- the employee has submitted a vacation or paid time-off request between April 8, 2020 and December 31, 2020, and
- the employee's Department Head or the City Manager denied the employee's vacation or paid-time off request to preserve continuity of City operations.

If an employee reaches the maximum vacation or PTO accrual within their schedule, but has not been denied the opportunity to use such leave, the employee shall stop accruing leave hours pursuant to the existing vacation and PTO policies.

Process

When an employee meets the conditions listed above the employee should email their department head and human resources with a request to extend their vacation or PTO maximum accrual. The request shall be reviewed and approved or denied by the City Manager.

Upon approval, employees shall continue to accrue vacation or PTO hours above their existing maximum accrual until December 31, 2020. All vacation hours and PTO hours accrued beyond the existing maximum accrual must be used by December 31, 2020. Employees shall follow normal vacation or PTO request policies and procedures.

Vacation or PTO hours accrued beyond the existing maximum accrual shall not carry over to the following calendar year, nor will the accrued hours be paid out to employees in the form of cash or any other type of compensation.

Additionally, all vacation hours and PTO hours that are accrued above the employee's existing maximum accrual will not be paid out to an employee upon separation from employment in the form of cash, or used in any manner other than what is stated in this policy.

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Supervisor Responsibilities

Supervisors are responsible for the following responsibilities:

- Ongoing and regular communication with employees (both working and non-working) including messages from the Emergency Management Team and Department Head.
- Fill out and approve timecards.

Supervisors: please ensure you have the primary phone number and email for each of your employees, your direct supervisor, and your Department Head. Additionally, you should have the contact information for the following individuals:

- Tim Cruikshank, City Manager – (763-593-8003)
- Kirsten Santelices, Human Resources Director (all employee-related questions) – (763-593-3989)
- Ted Massicotte, Deputy Fire Chief (Interim Emergency Management Director) – (763-593-8080)
- Internal Only Public Safety Line – (763-593-8056)
- Wanita Williams, Accountant (payroll questions) – (763-593-8011)
- Sue Virnig, Finance Director (back-up payroll questions; expenses) – (763-593-8010)
- Cheryl Weiler, Communications Director (Crisis Communications Director) – (763-593-8004)